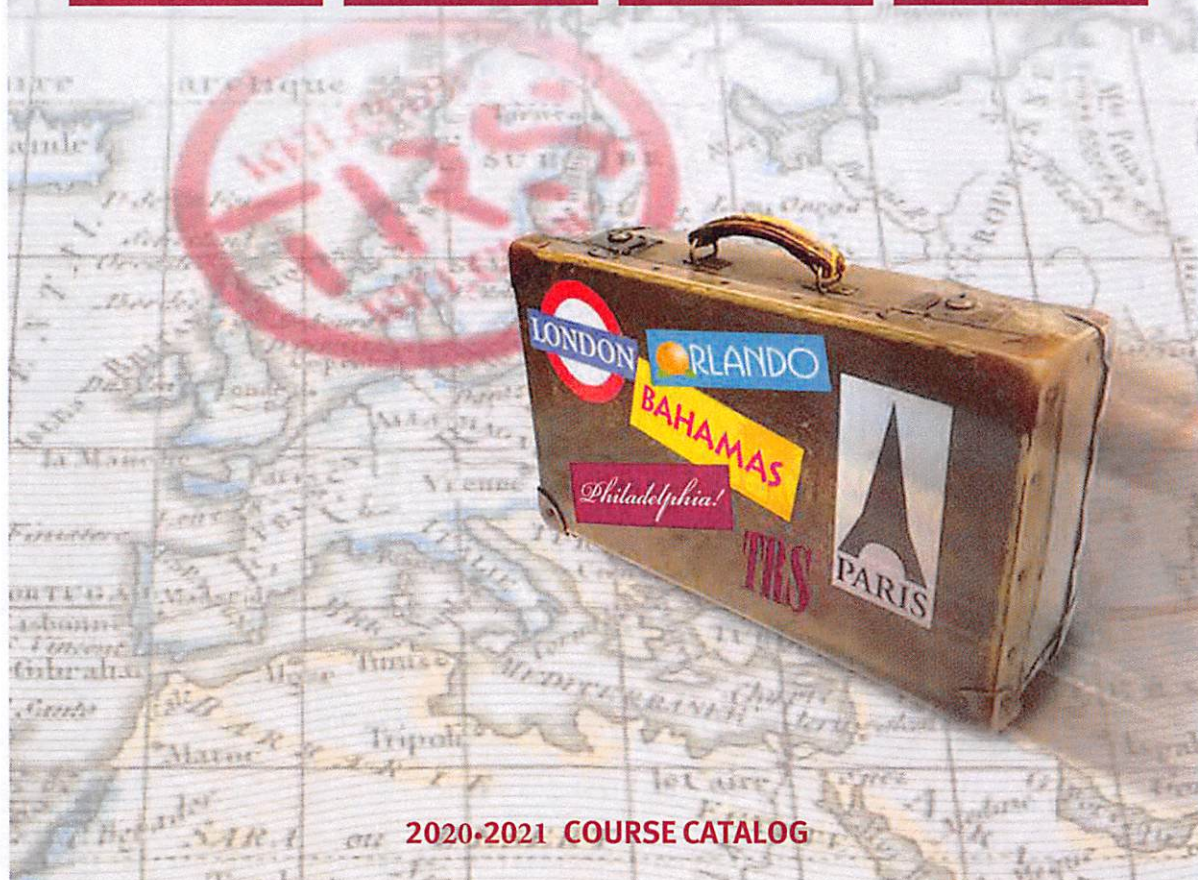
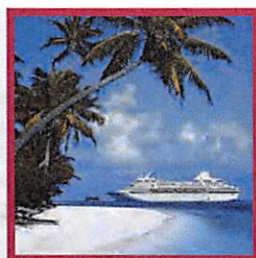




**Culinary Arts • Pastry Arts • Hotel Management • Restaurant Management**

## **Your Passport to Success**



**2020-2021 COURSE CATALOG**



# Table of Contents

Academic Calendar .....	4
Mission Statement .....	6
Accreditations and Professional Memberships .....	6
History, Educational Philosophy and Objectives .....	8
Campus and Student Life .....	12
Tour of France .....	32
Cruise and Resort Tour .....	34
Cultural Tour of England .....	36
Admissions .....	38
Tuition and Fees .....	40
Financial Aid .....	41
Academic Information .....	43
Program Descriptions .....	63
Course Descriptions .....	80
Career Development .....	108
Internships .....	109
College Directory .....	112
Directions to the College .....	116

*This catalog was created for information purposes only and does not constitute a contract between the student and the college. Course and curricula changes, tuition modifications, or other unforeseen changes may occur after the publication of this catalog. The college reserves the right to alter its curricula, tuition, fees, and policies as deemed necessary. A reasonable effort will be made to inform students of these changes as they occur.*

*Students are expected to familiarize themselves with the policies contained in this catalog as well as those outlined in the Student Handbook.*

*SP - indicates stock photos. All other photographs appearing in this catalog were taken on site at Walnut Hill College.*

*Amended: 052020*



10

R e a s o n s  
t o c h o o s e

**WHC**



# The Walnut Hill College Difference

1

Documented graduate success. Career opportunities await you in the hospitality field.

2

Four innovative majors.

3

A dynamic, hands-on educational experience.

4

Resume-building internships.

5

Rewarding travel experiences enrich each student. Our degree programs feature the tuition-paid *Tour of France*, *Cruise and Resort Tour*, and *Cultural Tour of England*.

6

Student-centered environment.

7

Our programs stem from experience and innovation. For over a quarter of a century, WHC has inspired hospitality students.

8

Student services: clubs, activities, special events, academic support, and a residential learning program that are truly distinctive.

9

Real Value: WHC has one of the lowest tuitions for private hospitality and culinary colleges, and still offers the special travel experiences.

10

A world-class city in which to live and learn.



# Faculty & Staff Academic Calendar 2020/2021 School Year

## ***August 2020***

17	Mon	Faculty Return	
19	Wed	Professional Development	All Faculty
19	Wed	All Staff Meeting	All Faculty & Staff
30	Sun	“Welcome Home”	All Faculty & Staff Available
30-2	Mon - Tues	“First Class”	All Faculty & Staff Available
2	Wed	Classes resume – Start term	FT and EP Students
		Labor Day Weekend	

## ***September 2020***

5-7	Sat - Mon	Labor Day Weekend	No Classes in Session
-----	-----------	-------------------	-----------------------

## ***October 2020***

6	Tues	Board of Trustees Meeting	
23	Fri	Freshman Showcase	All Faculty & Staff Available

## ***November 2020***

7	Sat	“First Class”	EP Students
10	Tues	End Term – FT & EP	Grades Due – Monday, November 12
11	Wed	Start Term – FT & EP	
25	Wed	Faculty Development	No Classes in Session/Faculty Development
25	Wed	Residence Halls Close at 12:00 p.m.	
25-29	Wed – Sun	Thanksgiving Break	No Classes in Session/Staff Holiday

## ***December 2020***

29	Sun	Residence Halls Open at 10:00 a.m.	
30	Mon	Classes Resume	
1	Tuesday	Holiday Buffet begins	
1	Tuesday	Board of Trustees Meeting (4:30 meeting and Holiday Buffet)	
19	Saturday	Last day of classes	
20	Sunday	Residence Halls Close at Noon	
20 – Jan 3	Sun – Sun	Winter Break	No Classes in Session/Faculty Vacation

## ***January 2021***

3	Sun	Residence Halls Open at 10:00 a.m.	
4	Mon	Classes Resume	

## ***February 2021***

8	Sat	End Term _ FT & EP	Grades Due – Friday, February 9
8	Sat	“First Class” Orientation	FT Students
10	Mon	Start Term – FT	

---



# Faculty & Staff Academic Calendar 2020/2021 School Year (Page 2)

## **March 2021**

2	Tues	Board of Trustees Meeting	
8	Mon	World Class Day	No Classes in Session/Faculty Development
15	Mon	Graduation Ceremony	All Faculty & Staff Available – Ritz Carlton
26	Fri	Freshman Showcase	All Faculty & Staff Available

## **April 2021**

17	Sat	End Term – FT & EP	Grades due – Tuesday, April 23
17	Sat	“First Class” NSO	
18	Sun	Residence Halls Close at 12:00 p.m.	
18 – 23	Sun – Fri	Spring Break – EP*	No Classes in Session
24	Sat	Start Term EP	
18 – 25	Sun – Sun	Spring Break – FT	No Classes in Session
25	Sun	Residence Halls Open at 10:00 a.m.	
26	Mon	Start Term – FT	

\* Please Note: EP Classes Resume Saturday, April 24, 2021

## **May 2021**

4	Tuesday	Teacher Appreciation Day	All Faculty in attendance
29 - 6/3	Sat - Mon	Memorial Day Holiday	No Classes in Session/Holiday

## **June 2021**

8	Tues	Board of Trustees Meeting	
26	Sat	Last day for Operations and Pastry Shop	
27	Sun	Residence Halls Close at 12:00 p.m.	

## **July 2021**

1	Thurs	End of Term – FT & PT	Grades due – Tuesday, July 14
2	Fri	Summer Break Begins	Students Only
11	Sun	Graduation Ceremony	All Faculty & Staff Available (tentative)
24	Sat	Faculty Vacation begins	
7 - 9	Wed – Fri	Summer Institute – Admissions	
14 – 16	Wed – Fri	Summer Institute – Admissions	
5 - 9	Mon – Fri	Summer Camp – Community Ed	
12 – 16	Mon – Fri	Summer Camp – Community Ed	
19 – 23	Mon – Fri	Summer Camp – Community Ed	
26 – 30	Mon – Fri	Summer Camp – Community Ed	

FT = Full Time; EP = Extended Program



# Mission Statement

## Mission Statement

Walnut Hill College is dedicated to providing a distinctive educational experience that inspires students towards professionalism, civic responsibility and lifelong learning for success in their chosen career field.

## Core Values

- **Hospitality** is at the heart of all we do.
- **Service** is at the core of the operations at Walnut Hill College. It defines us by our commitment to our "students as customers" through the exceptional service we provide.
- We have pride in **product excellence**. Education is our product, and our faculty and staff take great pride in sharing their wisdom, experience and professionalism with our students.
- We value **interpersonal regard**. We strive to create a sense of community and belonging that nurtures and supports all members.
- We promote **personal growth and citizenship**. We inspire our students to develop a sense of pride in themselves as well as in others through participation in public service programs which are an integral part of their education.

## Accreditations and Professional Memberships

*Walnut Hill College is:*

- Approved to confer Associate of Science degrees and Bachelor of Science degrees by the Department of Education of the Commonwealth of Pennsylvania.
- Accredited by the Accrediting Commission of Career Schools and Colleges.
- Approved for veterans' training by the state-approving board.
- Approved to participate in Title IV and federal financial aid programs by the United States Department of Student Financial Assistance.
- Approved by U.S. Immigration and Customs Enforcement to grant student visas.
- Recognized as a Professional Management Development Partner of the Educational Foundation of the National Restaurant Association.

*Walnut Hill College is a member of:*

- |  |   |
|--|---|
| • Pennsylvania Association of Private School Administrators        | • Philadelphia Pastry Society                         |
| • Council on Hotel, Restaurant and Institutional Education         | • Philadelphia Women's Culinary Guild                 |
| • Pennsylvania Association of Student Financial Aid Administrators | • American Institute of Wine and Food                 |
| • National Restaurant Association                                  | • Culinary Society of Philadelphia                    |
| • Greater Philadelphia Hotel Association                           | • Philadelphia/Delaware Valley Restaurant Association |
| • Philadelphia Convention and Visitors Bureau                      | • Philadelphia Purveyors and Restaurant Association   |
| • American Culinary Federation                                     | • ACF Philadelphia Delaware Valley Chefs Association  |
| • International Association of Culinary Professionals              |   |

## Non-Discrimination Policy

Walnut Hill College is firmly committed to a policy of non-discrimination on the basis of ethnicity, national origin, disability, race, religion, gender, sexual orientation, or age in its admissions decisions, as well as in its educational and student programs.





Walnut Hill College Catalog





## Our History, Educational Philosophy and Objectives

### **The History of the College**

Established in 1974 as The Restaurant School, Walnut Hill College is an accredited, independent, degree-granting institution dedicated to educating those who wish to pursue careers in the hospitality industry.

Founded by a restaurateur, chef, maître d', and an educational specialist, Walnut Hill College is Philadelphia's first college focusing on hospitality education. Over a quarter century ago, our first graduating class of 12 students began the college's long tradition of launching inspired restaurateurs.

As The Restaurant School grew in size, scope, and reputation, Culinary Arts, Pastry Arts, and Hotel Management

programs were added to meet market demands. In time, the school earned national accreditation and approval to grant specialized associate degrees.

Today, Walnut Hill College educates more than 600 students each year, meeting the needs of the growing restaurant and hospitality industries.

### **The Philosophy of the College**

There are several theories on the proper education required for a career in the hospitality industry. Some say that to be a success in business, you must start at the bottom and work your way to the top. While experience is a great teacher, the hospitality industry is becoming increasingly competitive and technical in nature.

More and more, restaurateurs do not have time to wait for managerial candidates to work their way up through the ranks. Instead, they turn to professionally educated individuals who arrive at work industry-ready.

We believe that as the hospitality industry continues to grow and become more technologically advanced, a four-year degree is increasingly necessary for upper-level management positions.

The programs offered at Walnut Hill College combine intensive academic studies with practical experience.

This means students will fine-tune the knowledge gained in their courses of study and apply it in a challenging industry setting.

Upon program completion, graduates of Walnut Hill College are prepared for a variety of exciting positions in the industry. The practical and profession experience at

Walnut Hill College students gain early in their careers, can lead to increased marketability and earning potential.

### Educational Objectives

Walnut Hill College offers four majors at both, the associate and baccalaureate levels:

1. *Hotel Management*
2. *Restaurant Management*
3. *Culinary Arts*
4. *Pastry Arts*

Each program provides students with a broad-based knowledge of the overall workings of fine restaurants and hotels. Additionally, the programs equip students with the day-to-day skills and specific knowledge required for their future roles in the hospitality industry.

# Get Ready

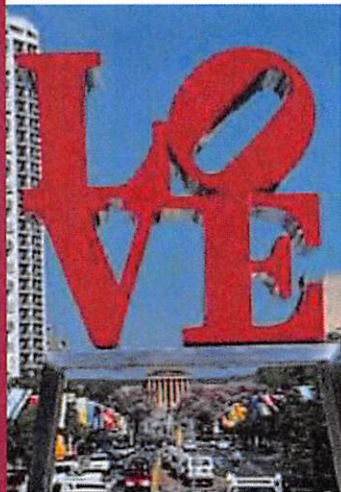




### A University Setting

University City is home to one of the largest student populations in America. Four great colleges create a vibrant environment – the University of Pennsylvania, Drexel University, the University of the Sciences in Philadelphia, and, of course, Walnut Hill College.

University City features coffeehouses, restaurants, museums, theaters, shops, and more. The area is also rich with culture and educational excitement. Our campus is just



minutes away from the urban excitement of Center City, the bohemian appeal of South Street, artsy Manayunk, and the ethnic charms of Chinatown and South Philly.

Because of the ideal location of Walnut Hill College, students can have fun all year round. There is surfing at the New Jersey shore, skiing in the Poconos, tours of Amish farms in Lancaster, or roller coaster rides at one of numerous amusement parks. Day trips are also an option. The Big Apple, Baltimore's Inner Harbor, and the nation's capital are just a train ride away. At Walnut Hill College, you will be at the center of it all.

### Our Campus

Students will find that our welcoming campus will quickly become a home away from home. With centralized buildings that enhance

student learning, you will have a rewarding educational and social experience at Walnut Hill College.

The newest addition is The Center for Hospitality Studies, located at 4100 Walnut Street, which houses four classrooms, including two large demonstration classrooms; academic faculty offices, and meeting areas for study groups. The college store is also located in The Center.

The beautiful Allison Mansion houses faculty and administrative staff offices, as do the adjacent Perrier Hall, Hunter Hall, and College House, making things as convenient as possible for our students. Also located within the Mansion, is Walnut Hill College's inviting Pastry Shop, offering fragrant breads, delectable cakes and tarts, and special desserts prepared by our Pastry Arts students. The Pastry Shop's welcoming atmosphere makes

it a popular place to sit and relax with a steaming cup of cappuccino while sampling some of the chefs' chocolate and hazelnut biscotti. You will also find an array of unique salads, soups, pastas, and light entrées for an informal café lunch in the Courtyard, at the heart of Allison Mansion.

The most notable part of the Allison Mansion is our elegant *Great Chefs of Philadelphia Restaurant*. Beneath a ceiling adorned with hundreds of modern glass orbs that illuminate a sleek, white backdrop, guests enjoy inspired cuisine developed by some of Philadelphia's top





chefs. The grand setting, coupled with impeccable service, makes for a memorable dining experience.

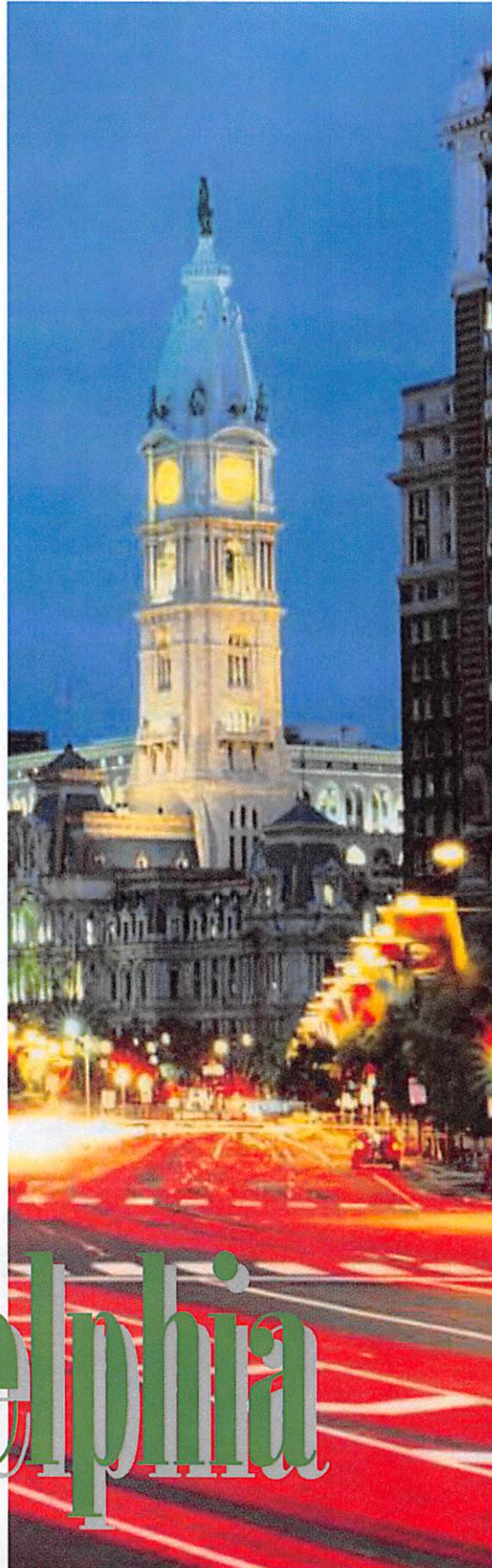
The Atrium Building houses three additional uniquely-themed restaurants. A *European Courtyard* or square is re-created in the atrium, which is theatrical in design with beautiful storefronts, cobblestone paths, and "outdoor" dining terraces. Pass through this beautiful setting to *The Italian Trattoria*, featuring casual dining with regional Italian pasta specialties; or to *The Heartland*, a contemporary American restaurant with an innovative approach to down-home American cuisine.

In these hands-on "classrooms," students get an opportunity to practice and perfect skills learned every day at Walnut Hill College. These skills will become a part of each student's professional repertoire.

The college's Resource Center features computer labs and a large collection of both hospitality-related and general educational materials to supplement in-class learning.

A more traditional approach to instruction takes place within our modern kitchens and multimedia-enhanced lecture halls. Within these classrooms, our faculty members draw from their numerous years of experience, to provide students with the knowledge they need to succeed in the hospitality industry. Furthermore, the faculty inspire in students a sense of pride in their daily accomplishments.

# Philadelphia





# Campus and Student Life





## Campus Life

Looking back, some of people's most treasured memories involve the individuals they met in college. At Walnut Hill College, many of our students form friendships that enrich their lives.

At Walnut Hill College, there is no clear boundary between work and play. Each day, an hour or two are devoted to student success activities; these may involve expanding your knowledge outside the classroom or focusing on mastering course material. You can choose from a variety of exciting activities: enjoy a chocolate tasting, meet a celebrity from the Food Network®, surf the net in our computer lab or simply curl up in a lounge chair with one of our Resource Center's many books or magazines. If increased study time is needed, you can

At Walnut Hill College, a year-round intramural program lets students participate in the sport of their choice whether it be volleyball, flag football, softball, or basketball. College-wide events fill the calendar...so get ready!!

At Walnut Hill College, we are pleased to offer an array of activities and services to enhance your educational experience. To accommodate as many students as possible, these events are scheduled at a wide variety of times.

These special events are times when students can work closely with the faculty. Clubs and organizations at Walnut Hill College are industry-specific and enable students to network with industry leaders and build their resumes.

## Activities Abound at Walnut Hill College

attend a peer-led study session, or can meet with faculty regarding assignments or academic assistance.

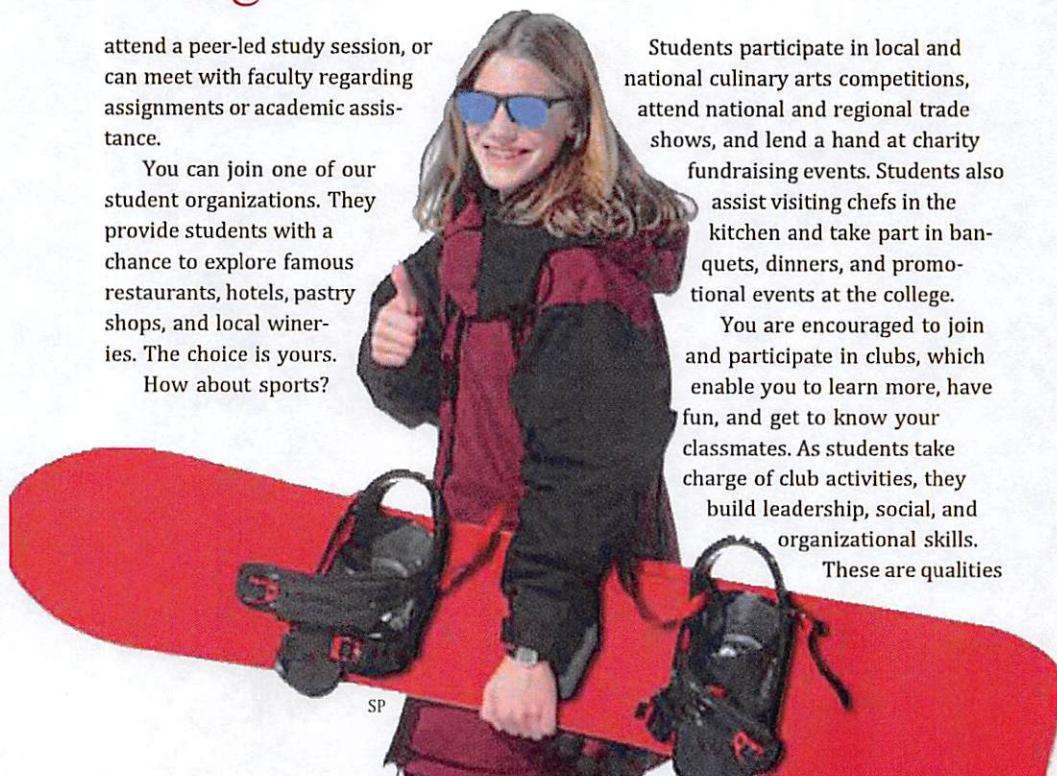
You can join one of our student organizations. They provide students with a chance to explore famous restaurants, hotels, pastry shops, and local wineries. The choice is yours.

How about sports?

Students participate in local and national culinary arts competitions, attend national and regional trade shows, and lend a hand at charity fundraising events. Students also assist visiting chefs in the kitchen and take part in banquets, dinners, and promotional events at the college.

You are encouraged to join and participate in clubs, which enable you to learn more, have fun, and get to know your classmates. As students take charge of club activities, they build leadership, social, and organizational skills.

These are qualities





that students can take with them into the real world.

### Campus and Facilities

The Allison Mansion at 4207 Walnut Street is a three-story building which houses administrative offices, a computer lab and Library and Resource Center, a bar and lounge area, a wine classroom, the reception area, and The Pastry Shop. The Education Building houses six commercial participation kitchens, purchasing and receiving areas, a store room, and student lounge areas. The Center for Hospitality Studies, located at 4100 Walnut Street, houses four classrooms, including two large demonstration classrooms; academic faculty offices, and meeting areas for study groups. The college store is also located in the Center for Hospitality Studies.

#### *Notes about the use of college facilities:*

1. Stools are provided in the kitchens. Sitting on worktables and equipment is not permitted.
2. Tablet-arm chairs are provided in demonstration/lecture rooms. Students may not put their feet on chairs and absolutely may not sit on the tablet-arm.
3. The rear of the Education Building must be kept clear of any items; i.e. bicycles, motorcycles, etc.
4. The student lounge is provided for student use at any time; however, the college and other students expect other's consideration in keeping these areas clean and orderly.
5. Students are not permitted to lounge on the staircases in any of the buildings.
6. Students are expected to use college equipment and facilities in an orderly, professional manner. Any infractions will result in dismissal from the college.
7. Bicycle racks have been provided alongside the Culinary Building, close to the receiving area. Bicycles, or bicycle parts, are not permitted inside the buildings. Bicycles may not be locked to any stationary object (i.e.

fences, lampposts etc.) on college property.

### General Information

#### *Class Size*

Labs are limited to 26 persons. Lectures and demonstration classes can range from 20 to 85 persons.

#### *Lockers*

Lockers are provided on the lower level of the Education Building. Lockers are available for daily use only. Please do not leave a locker filled or locked overnight. If locks remain on lockers overnight they may be removed. If a student loses his/her key or lock combination he/she should not pry open a locker. Personnel in the purchasing center can help to properly open a locker without damage. The college is not responsible for students' personal property.

#### *Parking*

The college offers limited parking on a first-come, first-served basis at 4207 Walnut Street. Students are not permitted to park at 4100 Walnut Street. Parking is free of charge and "at your own risk". Overnight parking is not permitted. Students are encouraged to be wise by not displaying valuables in their cars. The parking attendant may require that a student leave his/her keys in certain instances such as double-parking (as directed) and because of the ingress/egress of delivery trucks.

Students are asked to understand that staff parking is reserved. Therefore it is likely that the parking lot will be closed to students even though there are empty spaces. This is because staff arrives at varied hours. In addition, spaces are reserved for visitors to the college, pastry shop customers, and the handicapped. Occasionally, during certain special events, the parking lot will be closed to students.

If a student wishes to park in the lot, we require that he/she stop his/her car near the parking attendant's booth. The parking attendant will assist students with parking spaces. To insure everyone's safety, we kindly request that anyone driving in the lot, including those who may be dropping

off/picking up, observe a 5 mph speed limit.

When the college's parking lot is full, we recommend that students consider parking in the Fresh Grocer lot at 40th and Walnut Street. There are no special discounts, but it is reasonably priced. We do not recommend parking on Sansom Street or illegally on public or private property. For monthly parking options, visit the Campus Apartments office at 40th and Walnut Street to check on available local lots.

### ***Lost and Found***

Lost and found claims can be made in the purchasing center, located on the lower level of the Education Building.

### ***Telephones***

Students are not permitted to use any school or restaurant phone lines. The college staff will not take phone messages for students, nor will students be disturbed in any class. Students are encouraged to inform their families about this policy. Students are permitted to bring cell phones into class, however they must be turned off during class.

### ***Walnut Hill College Student ID Card (WHCard)***

With our University City location, this area abounds with shops, restaurants, and merchants that offer discounts to students. Be certain to ask and present the card. Additionally, some merchants such as house ware and gourmet shops, even those located outside of University City, may offer a discount to foodservice and hospitality students.

Student ID cards must be carried at all times. You may be asked to show your Student ID card at any time by any faculty or staff member. If lost, the replacement fee is \$10.00. If asked to provide identification and the ID Card is lost, students must present a photo driver's license. If no identification can be shown, the student may not be admitted into class.

Students can establish an on-campus account to use their student ID card for making on-campus purchases and receiving certain student discounts at the college. You

can establish an account and add funds to your card, known as The Walnut Hill Card, at the Bursar's Office. In order to make purchases or receive any discounts in the Student Store, Pastry Shop, or our Restaurants, you must present your student ID card at the time of purchase and the funds will be deducted automatically from the dollar amount previously available on your account.

### ***Student Discounts***

Each student is issued a WHCard that entitles him/her a discount on purchases in The Pastry Shop, Marketplace and dinner except for alcoholic beverages. There are some basic limitations. Large volume purchases in The Pastry Shop, as determined by the manager, will not be discounted (for example, numerous cakes and pastries for catering events/parties, snack food items, bottled or canned beverages etc. in all outlets). Discounts in the restaurant are limited to eight persons. The student is required to be present. Gift certificates are not discounted.

### ***College Store***

The college operates a store as a service to our students. Each student is issued a WHCard that entitles him/her a discount on equipment and clothing purchases in the student store. Located in the Center for Hospitality Studies, the store features a varied selection of utensils and cooking equipment, as well as clothing and school supplies. The store also handles the distribution of books, uniforms, and other essentials. The items are sold at a great discount in order to encourage students to build their "batterie de cuisine" and practice at home. The hours for the college store are Monday to Friday from 9:00 am to 5:00 pm.

### ***The Purchasing Center***

**The Purchasing Center is the Main Food and Equipment Distribution Center at Walnut Hill College. The Purchasing Center takes pride in providing the finest products available from Philadelphia's leading purveyors.**



Located at The Purchasing Center is First Aid for minor cuts and burns, and our Lost and Found.

Hours of Operation are 6:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday.

#### *Purchasing Center Procedures*

The most important procedure to remember is all requisitions for Equipment, Food or Liquor, must come from your instructor. All equipment or food item requests must have a signed requisition from your instructor.

Students may not fill out a requisition or add to one signed by your instructor.

Equipment which is borrowed must be returned clean and dried. Please use caution not to misplace small parts or attachments of any equipment. This is very important for the next student who will need to request that equipment.

Food Bins are carried one bin at a time, to avoid crushing items. Please never stack food bins.

All food items that are returned must be returned wrapped, labeled and dated when needed and refrigerated. Please use caution with cross contamination.

Students must have their ID card to request any piece of equipment.

All trash is taken directly to dumpster area. All trash removal is done by two students only, to avoid injury and damage to floors and stairwells. Never take bag out of trash can. Always remove trash in can directly to dumpster area.

All Kitchen grease is discarded in grease barrel can located near dumpster area.

All cardboard should be flattened and place inside cardboard dumpster.

#### *Foods Prepared in School Kitchens*

Foods prepared in school kitchens will occasionally be used in the restaurants, pastry shop, or for school functions. Other remaining foods will be sent to the purchasing center, as directed by the instructor. The school works with local food banks and centers for the homeless to donate food

whenever possible. Food is never to be removed from the kitchens by students for consumption elsewhere.

#### *Visitors to Class*

A guest may join a class by first obtaining permission from the department director. On the day of the visit, the guest must obtain a visitor's pass. The visitor's pass is to be presented to the instructor before entering the class. We regret that students may not bring guests to wine tasting or hands-on classes.

#### *Smoking Policy*

Walnut Hill College promotes a smoke-free environment. Smoking is not permitted anywhere on campus property. This includes all parking lots, porches, as well as front and back yards. Regarding the Center for Hospitality Studies at 4100 Walnut Street, 100 S. 42nd Street and all dormitory buildings, smoking is not permitted within 50 feet of their entrance. This includes vaping, e-cigarettes and hookahs.

Walnut Hill College is a non-smoking campus. Smoking is not permitted anywhere on college property. This includes all outdoor areas such as parking lots, porches, sidewalks on college properties as well as classrooms, office and *Residential Learning buildings*. You may not smoke within 50 feet of any entrances on campus. Smoking is permitted on city owned sidewalks provided it is 50 feet from any entrance. Please do not throw cigarettes anywhere but in the ash cans. Violators smoking inside any college owned building will be subjected to a \$35.00 fine and will be referred to the Executive Vice President for sanction. Violators smoking in non-designated areas will be subjected to a \$35.00 fine and will be referred to the Executive Vice President for sanction.







#### *Food and Drink*

No eating or drinking of beverages is permitted during class, in the classrooms, or in the library or computer labs at any time.

#### *School Equipment and Furniture*

Students are responsible for obtaining their own stationery and school supplies. Students may not rearrange the furniture or place their feet up on the chairs. If a student sits on the tablet of a tablet-arm chair, it will break; so please do not do so. Students are not permitted to use school equipment for personal use.

#### *Contacting Faculty and Staff*

Students are encouraged to contact any faculty member or staff member by e-mail or telephone. For personal meetings, students must check in with a school receptionist who will announce him/her to the faculty or staff member. Students are asked to wait in the reception area until they have been announced.

#### *Veterans Administration*

Covered individuals may attend or participate in the course of education during the period beginning on the date on which the individual provides to Walnut Hill College a certificate of eligibility for entitlement to education assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to Walnut Hill College.
2. 90 days after the date Walnut Hill College certified tuition and fees following the receipt of the Certificate of Eligibility.

Walnut Hill College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the College due to the delayed disbursement funding from VA under Chapter 31 or 33.

Chapter 31 and Chapter 33 students must submit a Certificate of Eligibility for entitlement to educational assistance no later than the first day of their program.



### *Fire and Safety Drills*

Periodically, the school will hold fire and safety drills. Students will be given advance notice of the drills. When the alarm sounds, follow the directions of the staff and instructors. Walk, do not run.

#### *Fire Exits and Evacuation Procedures*

Fire exits are easily accessible from all of the classrooms, kitchens, and common areas of the buildings. Each building on campus is assigned an Emergency Coordinator that is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment is inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (extension 3333) will be updated with any announcements or instructions.

### *Accidents*

Students should be aware that the kitchen can be a potentially hazardous place, and should refrain from any action or behavior that may result in injury to themselves or others. If a student is hurt during class or while at school, an instructor or staff member will make a determination if medical attention is required.

Please note that it is college policy to insist on an evaluation by a medical professional for most incidents.

### *Student Accident Insurance*

Walnut Hill College advises all student to maintain personal medical insurance, however, the college has secured, for the protection of our students, the accident insurance described below. Coverage commences at the time the student starts school and ceases when he or she is no longer actively enrolled in the school.

### *Hazards Insured Against*

Students will be covered only for accidents and injury sustained while participating in school sponsored and supervised activities in this country and abroad, including travel as a group in connection with these sponsored activities. Coverage is provided on a full excess basis.

### *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistic Act (Clery Act)*

To be in compliance with the Clery Act, federal regulations require schools to complete an annual report of campus crime and security measures.

The purpose of this report is twofold. First, it allows applicants to the school to be duly aware of the crime statistics for the school as well as what preventative measures are in place to manage security. Second, it allows staff and current students to review the report on an annual basis and become aware of not only the statistics but also how the school community can work together towards creating a safe and pleasant environment.

Any student who would like to read a copy of the report can do so by contacting the Vice President of Administrative Services.



## Residential Halls

University City is home to some of the most delightful buildings in Philadelphia: charming Victorian limestone mansions and manor houses with dramatic architectural features – fireplaces, bay windows, and details found only in the gracious homes of yesteryear. These buildings are home to students of Walnut Hill College Residential Learning program.

Our Residential Learning program combines comfortable, home-like, convenient housing with a fun, interactive approach to education.

*Upon request, the Office of Admissions will provide you with a complete packet of housing options and fees. Following are descriptions of some of the available options.*

### Bachler Hall

Located at 4220 Walnut Street, Bachler Hall is a supervised student residence in a charming brick townhouse directly across the street from the college.

This historic building is named in honor of Hans Bachler, one of the founders of The Restaurant School and a noted maître d' in fine restaurants and hotels in Austria, Switzerland, Italy, England, and the United States.

Bachler Hall has a limestone façade and features many of the historic and architectural details that distinguish buildings from the turn of the century. It offers an excellent view of both Walnut Hill College and St. Mark's Square, a quaint street lined with flagstone sidewalks, trees, and historic houses.

### Hunter Hall

Located at 4231 Walnut Street, Hunter Hall is a brick townhouse located on campus. This fully furnished student residence features comfortable suites that come in a variety of sizes.

This charming building with mahogany woodwork and floor to ceiling mirrors is named in honor of Tom Hunter, a noted chef and co-founder of The Restaurant School.

## Perrier Hall & College Hall

These Halls are a turn-of-the-century Victorian-style brick four-story townhouse. It is named in honor of Georges Perrier, the world-renowned chef/owner of Le Bec-Fin – the Philadelphia restaurant rated number one in the United States by Condé Nast Traveler magazine. College Hall features beautiful hand-carved mahogany woodwork, high ceilings, and unique architectural details.

These historic buildings have been renovated and redecorated with beautiful furnishings.

## Upper-class Student Housing

The college provides housing for upper-class students in leased apartment buildings located within a block of the campus. These buildings feature beautiful, completely renovated apartments.

## Off-Campus Housing

Off-campus housing is abundantly available for Walnut Hill College students because of our proximity to the University of Pennsylvania. A variety of apartment options for any budget are located within walking distance of the college.

## What is a "Student Leader"?

Student Leaders or SLs are upperclassmen who have been selected to assist residents with their transition to life at the college. SLs are a dedicated and knowledgeable group of students who can do much to enhance your on-campus living experience. SLs plan social and educational programs, trips and much more. SLs are also available if you just need someone to talk to. SLs are a valuable resource for students. They can help point you in the right direction.

Get to know them!



## An Interactive Learning and Living Experience

Walnut Hill College's Residential Learning program provides living and learning with inter- active style!

Weekly activities give residents the option of participating in dinner groups at local restaurants, themed dinner parties, movie nights, softball games, bowling outings, concerts, and much, much more.

Our Student Affairs staff members are always on hand with special surprises-- perhaps a midnight breakfast or ice cream social; pizza and videos on a cold dreary night, a *Celebrate Spring BBQ* on a sunny afternoon, or even an "Arctic-que"...for those who don't want to wait for spring to get out the grill!

We offer amenities and activities that are hard to find in other college residence hall settings. From the special gifts that celebrate your arrival to the heart-warming holiday activities that enhance the season's magic, you will feel at home at Walnut Hill College.

The strength of the Residential Learning program is one of the reasons Walnut Hill College residents become such good friends. Come visit the halls to get a feel for the comfortable and inviting environment. You will find spacious bedrooms and attractive furnishings, along with

friendly faces and warm smiles. Our residential halls are the perfect homes away from home.

Because of our commitment to fostering a safe and healthy community, a full time Student Affairs staff person is on duty at all times, and Student Leaders help provide a safe and supportive environment.

Because Walnut Hill College's residence halls are right next door to the college, our halls could not be more convenient for our busy students.

## World Dining

Unlike typical college meal programs, Walnut Hill College's Residential Learning World Dining program takes dining to new heights. Here's a sampling of how our student dining services will complement your studies in the hospitality industry.

## Breakfast

You can start your day with a light continental breakfast with a notably European flair, indulging in a chocolate croissant and steaming coffee.

Yearning for a heartier American breakfast? Select from omelets, French toast, and more. And, of course, there are fresh juices, croissants, Danishes, and muffins, as well as a variety of teas and great coffee.

## Lunch

The Marketplace is the gathering place for a casual lunch. Mingle with friends and classmates as you enjoy made-to-order pasta prepared in our European market-place setting. The menu features a selection of soups, salads, sandwiches, pastas, quiche, pizza, and light entrées.

For dessert, you will find our display case filled with delicious pastries a great temptation. There are not many college dining programs where you can end your meal with a raspberry tart, a chocolate Bavarian, or a classic Napoleon. There is also a full selection of soft drinks, teas,







and flavored coffees.

So whether it is a simple ham and cheese sandwich on crispy French bread, a garden salad, or a hearty beef stew, lunch in our World Dining program is a delight.

### Dinner

There is nothing better than sharing a great meal with friends. Dinner in our World Dining program is truly an international experience. Each evening brings a new surprise. Featured dishes range from classic French cuisine to Asian and Mediterranean specialties to favorite American stand-bys.

One night you will enjoy traditional Southern cooking with fried chicken, biscuits, and crisp, fresh vegetables. Other nights, there will be great pastas such as classic spaghetti Bolognese, linguine with clam sauce, and fettuccine Alfredo.

You will love our "Blue Plate" *Specials*: meatloaf with mashed potatoes, roast turkey with stuffing, and roast chicken with buttered noodles.

International surprises include spicy kung pao chicken, shepherd's pie, Middle Eastern shish kebabs, and Mexican fajitas. Casual dining events include "make your own pizza" where you can top fresh-baked pizza with your choice of specialties.

Don't be surprised if a dinner event happens outside, such as an old-fashioned barbecue with all-American hot dogs, hamburgers, salads, watermelon, and all the usual fixings. Finish off your

meal with a fabulous dessert from our pastry shop. Our dinner plan also features wonderful homemade breads, vegetables, and salads that will make dinner a highlight of your day.

### Great Meals Are Available Six Days a Week

The World Dining program is available to Walnut Hill College students Monday through Saturday. There are no meals available on Sundays. The program is available to both Residential Learning students and to those who live off-campus.

### World Dining Offers Real Flexibility

Your Walnut Hill card can be used as a debit card. You can also select from many meal plan options. A continental or full breakfast is available beginning at 7:30am. Lunch options include such favorites as homemade soups, hearty sandwiches, fresh pizza and pasta, salads, and entrées. Dinner features a variety of freshly prepared entrée and dessert selections available until 7pm. Please review the College's Meal Plan Brochure for the various options.

#### Restaurant Options

If you want to treat yourself to a special dinner, you can use your Walnut Hill card in any of Walnut Hill College's open-to-the-public restaurants. You can enjoy the Old World setting of the Italian Trattoria, the down-home comfort of The Heartland, or the elegant European style of the Courtyard and The Great Chefs – all at a 10 percent student discount.

#### College Store

You can also use your Walnut Hill card for purchases from the college store. There is a wide selection of shirts, jackets, caps, cookware, and other specialty items from which to choose.



*Student Activities*

Students may also use their Walnut Hill card to pay for any student activities, such as student club events, ski trips, and sporting events.

*Community Education Classes*

The card can be used to purchase community education classes. Students receive a 20 percent discount.

*Guest Meals*

A student holding a Walnut Hill card may invite up to two guests for any meal service. Payments for guest meals will be charged to your card.

**Meal Plans**

Any actively enrolled student may purchase one of the College's Meal Plans or WHC Dollars on the WHC Card.

There are four Meal Plan options so one will be right for you. Resident students must choose one of the Meal Plan options.

The Meal Plan brochure is available in the Admission Office and can be purchased with the Bursar.

Additional purchases can be made throughout each term with the Bursar or online store.

**Refunds**

There is a \$50 administrative fee charged to cancel an account. To receive a refund, all tuition, book, equipment, and housing accounts must be current.

Refunds are not offered unless the college's business office receives written authorization from the initial purchaser. Cash refunds are not offered on remaining balances of \$100 or less, after the administrative fee has been deducted. Bonuses added to larger accounts are forfeited.

If the balance is \$100 or less the card purchaser will receive a gift certificate in the amount for use in the college's open-to-the-public restaurants, The Pastry Shop, college store, or for community education classes.

**Student Associations**

Students are encouraged to join and participate in student associations. Membership will afford each student the opportunity to supplement and enhance their education, have fun, meet classmates, and in some cases, network with industry professionals. In addition, they will enhance students' résumés as memberships can be listed. We are always looking to add more variety to our membership options. If any student is interested in starting a new club, please see a staff member in the Office of Student Life who will be happy to offer assistance. The following is a current list of active campus organizations:

**Culinary Team**

Dedication, details, and patience distinguish the award-winning chef from the standard chef. As members of the Culinary Team, students will learn from two of our faculty members who have competed in both national and international culinary competitions. Students will participate in workshops and hone competition skills.

The culinary team has achieved tremendous success in past competitions. Culinary Team members represented the United States in the 2004 Culinary Olympics in Germany, winning both a gold and a bronze medal. The Culinary Team won a gold medal in August 2002 in the Student Team National Championship in Las Vegas and was named the ACF (American Culinary



Federation) Culinary Youth Team USA 2004. Representing the United States, the ACF Culinary Youth Team brought home a gold medal from the 31st World Congress of the World Association of Cooks Societies in Dublin, Ireland, in March 2004, where they competed against 15 other teams from around the world. At the 2003 ScotHot competition in Scotland, the team came in second place overall with a silver medal in the hot kitchen and a gold medal and first place for cold food.

### *The Cocktail Club*

The Cocktail Club offers the opportunity to be part of one of the most active organizations on campus. Learn to make a variety of brewed beverages, beer, cider, birch beer, and the subtle skill of flavoring. Expose yourself to the diverse nature of brewing and why it has grown in popularity here and abroad. We offer unique tastings and field trips to local brewers. Enjoy food matching's and the value of brewed beverages in cooking. The Cocktail Club will teach you what you need to know about brewing, storing, and serving fine brewed beverages.

### *The Garden Club*

The Garden Club allows everyone on campus to enjoy their efforts, from the age old culinary and medicinal herbs, to nontraditional ones from other cultures. While making the best of our four seasons we enjoy, club members will study, plan, and procure seeds, plants and cuttings for our next growing season. Salad greens, vegetables, flowers, and herbs will pinpoint our efforts - some utilized here in our kitchens! Join us on a visit to local farm or green house to see firsthand the true joys of the garden. Introduce yourself to the wonders of growth, flavor and taste as part of the slow food concept.

### *The Gourmands*

The Gourmands offers adventurous students the opportunity to expand their culinary repertoire and explore cuisines of the world by arranging special ethnic cooking classes, trips to markets, food processing centers, special dinner parties, and visits to trade shows. They also have a passion for discovering new techniques and trends in the industry, with a focus on organic foods. A faculty member acts as a mentor while the students help set the agenda for the club and plan the activities.

### *Tastevin Society*

The Tastevin Society is the school's wine club, which organizes special wine tastings, visits to local wineries, and wine cellars of notable restaurants and hotels. The aim of the Tastevin Society is to expand each member's wine repertoire and help them glean as much as possible from the vast world of wines. All students are encouraged to join. The name of the club is taken from the special wine-tasting cup used by Sommeliers. Students and their faculty mentor will develop the seminars and agenda.

### *Hospitality Management Club*

Like to peek in a banquet room before it's set, visit hotel rooms and suites and see as many kitchens as you can? The Management Club takes a hands-on approach to excitement by visiting the many luxury hotel and restaurants in the Philadelphia area. Students will have the opportunity to meet industry leaders and learn the secrets of their success.

### *The Pastry Club*

If you enjoy the aromas that come from the pastry shop, then this is the club for you! Students interested in pastry, bread, and decorating techniques join together to expand their pastry repertoire





Walnut Hill College Catalog



and practice to make them perfect. There are demonstrations by Philadelphia's top pastry chefs as well as trips to chocolate factories and pastry shops. The ideas and opportunities are limitless.

### **WHC Book Club**

Are you an avid reader? Have you wanted to read more but just didn't have the time? Well, the time is now! Join our very own WHC Book Club and enjoy exploring the many possibilities that a good book opens to you. From fiction, to memoirs, to historical accounts – there is something for everyone to enjoy. The group meets once a month to discuss the book in detail and keeps in touch with online message boards during the off-weeks. Open your mind to a whole new world above and beyond the hospitality industry.

*New Clubs: Please see The Office of Student Life for new clubs forming this year.*

### **Student Calendar**

Each month a calendar will be published listing all of the important events for the month, such as activities, holidays, and school promotions. We strongly urge students to refer to it as a reminder of all school events. The calendar is available on the web at [walnuthillcollege.edu/events](http://walnuthillcollege.edu/events) and on Schoology.

### **Special Events**

Scheduled throughout the school year, special events are times when students can work closely with the chefs and instructors. Events may include banquets and dinners, participation in local and national culinary arts competitions, orientations, graduation, career fairs, and various promotional events for the college. Notices about

these special events are always distributed or posted.

### **Video Messages and Electronic Bulletin Board**

Television monitors on campus display video messages to keep students informed of all current events.

Electronic bulletin boards (located at the student entrance by the purchasing center and at the entrance to The Center for Hospitality Studies) deliver information on upcoming events and happenings throughout the day. These events are scheduled at different times and locations in order to give as many students as possible the opportunity to participate in a variety of activities.

### **Student Hotline**

To find out the latest information on school happenings dial the school's telephone number: 215-222-4200 and enter in ext. 3333. This recording offers up-to-date information on many activities.

This same line is used for information regarding snow days. Refer to the Policies and Procedures section under Academic Information for more information.

### **Student Memberships in Professional Associations**

We encourage all students to join the many professional associations for our trade. These associations will offer seminars and meetings, but more importantly, a contact with established foodservice and hospitality professionals. Membership will enhance each student's résumé and career.

### **Student Demeanor**

Students are expected to conduct themselves on campus and off as positive, professional representatives of Walnut Hill



College. Students are expected to behave with proper discretion at the worksite, when visiting any hospitality setting, and during all school-related functions.

Students of Walnut Hill College are our ambassadors; therefore we count on students to uphold the tradition of excellence and hospitality that Walnut Hill College stands for.

*Appropriate workplace behaviors include:*

- Arriving for work on time
- Dressing in appropriate uniform or professional wardrobe
- Working all scheduled shifts
- Contacting the manager immediately if he/she is unable to work due to illness
- Doing the work to the best of his/her ability
- Maintaining a positive attitude
- Dealing respectfully with all co-workers and managers
- Keeping the manager informed about changes in his/her school schedule
- Keeping track of his/her own internship hours
- Providing the manager with the necessary forms to record his/her internship hours
- Reporting all workplace injuries to the manager immediately
- Reporting any occurrence of illegal activity in the workplace
- Refraining from the use of drugs and alcohol in the workplace, or arriving at work under the influence of drugs or alcohol
- Refraining from taking unscheduled breaks
- Refraining from fighting or violence in the workplace
- Refraining from bringing a gun or weapon to the workplace

- Securing and maintaining a professionally sanitary toolbox
- Giving proper two weeks written notice of his/her intention to leave the job

Infractions of these policies may result in disciplinary action up to, and including, expulsion from school.

*Please note: Should a student choose to leave a job without a proper two week notice, the hours he/she may have accrued at that worksite will not be counted toward his/her internship requirement.*

## Career Fairs

Career fairs are scheduled twice per year offering students of Walnut Hill College the opportunity to network and interview with many employers at one time. These events are held on campus. This is a professional event for all students and alumni of Walnut Hill College. Class schedules are adjusted to permit student attendance.

**Attendance is highly suggested for all full-time students, and professional dress or chef whites are required.** Students are required to conduct themselves with decorum and professionalism, befitting a hospitality student at Walnut Hill College.

## Library and Resource Center

The Library and Resource Center aims to provide students with the resources and assistance necessary for success at the college as well as in their future endeavors. The Library and Resource Center staff promotes the development of information-seeking skills, and encourages students to approach their education at



Walnut Hill College as the beginning of a life-long learning experience.

The center is located on the third floor of Allison Mansion, and consists of the library and computer labs. Available resources include books and magazines covering culinary and pastry arts, food-service and hospitality management, travel and tourism, and wines; as well as a growing reference, business and general education collection. If we do not own an item that a student needs, the student may be able to borrow it through Drexel's library or via interlibrary loan; please see a library staff member for details.

Electronic databases are also available with access to an electronic books, full-text newspaper and magazine articles, and indexed and full-text scholarly journals both in the arts and sciences generally, and with a hospitality focus. Please see a library staff member for assistance locating or using any of these resources.

## **Library Usage**

### **Access**

Access to the library is limited to Restaurant School students, staff and faculty, and to Drexel University students with a valid I.D. card and appropriate signatures from their institution. Other individuals may be permitted to use the library by contacting the librarian to make advance arrangements.

Library hours vary throughout the year. Please check the library's website for current hours of operation. When classes are in session, the library will open one hour before academic classes begin and remain open one hour after academic classes end while classes are in session.

### **Loan Periods**

Loan periods vary for different materials; generally materials will be loaned for a 21-day period. There may be a shorter loan period for audiovisuals, reserve books, and textbooks.

To renew, please contact a library staff member in person, by telephone, or via e-mail. Please note that there may be a limit on the number of renewals.

### **Circulation Limit**

Generally, students may borrow up to 5 items at one time.

### **Recalls and Holds**

All three-week loan items are subject to recall after two weeks if requested by another user. If a student wishes to see an item that is checked out, a hold can be placed on the item and the student will be notified when the item is returned.

### **Overdue Notices**

Students checking out library materials assume responsibility for returning or renewing materials on time and for paying fines incurred. Failure to return material or to clear outstanding fines may result in suspension of borrowing privileges. Privileges will be automatically suspended if a recalled item is not returned by the date requested.

### **Fines**

Fines of 25 cents a day per item are charged for overdue material. A five-day grace period is observed after the due date, during which time materials may be returned or renewed without a fine. Fines on materials returned after the grace period are calculated from the due date (i.e. on the sixth day a book is overdue, a fine of \$1.50 will be owed).





and Friday 8:00 a.m. - 5:00 p.m., Tuesday-Thursday 8:00 a.m. - 8:00 p.m., and Saturday 10:00 a.m. - 5:00 p.m. while classes are in session. If students need to use a computer outside of these hours, the second-floor lab is available for their use. (Occasionally, classes are held in the computer labs or library. In these instances, we will do our best to ensure space is available for students to work.)

Fines for reserve or audiovisual materials are \$1.00 per day. A fine of \$1.00 a day is charged for recalled material not returned by the requested due date (no grace period). The maximum fine for an overdue item is \$20.00. For unreturned items, the maximum fine plus a replacement charge dependent upon the price of the book is charged.

Fines should be paid to library staff when returning overdue material. At the end of each term, unpaid fines will be reported to the bursar.

## *Care of Library Materials*

Students are responsible for returning library materials in good condition for the benefit of future users. Students should not mark library materials with ink, pencil, or anything else. Students are asked to report to library staff any book damage they discover.

## **Computer Lab Usage**

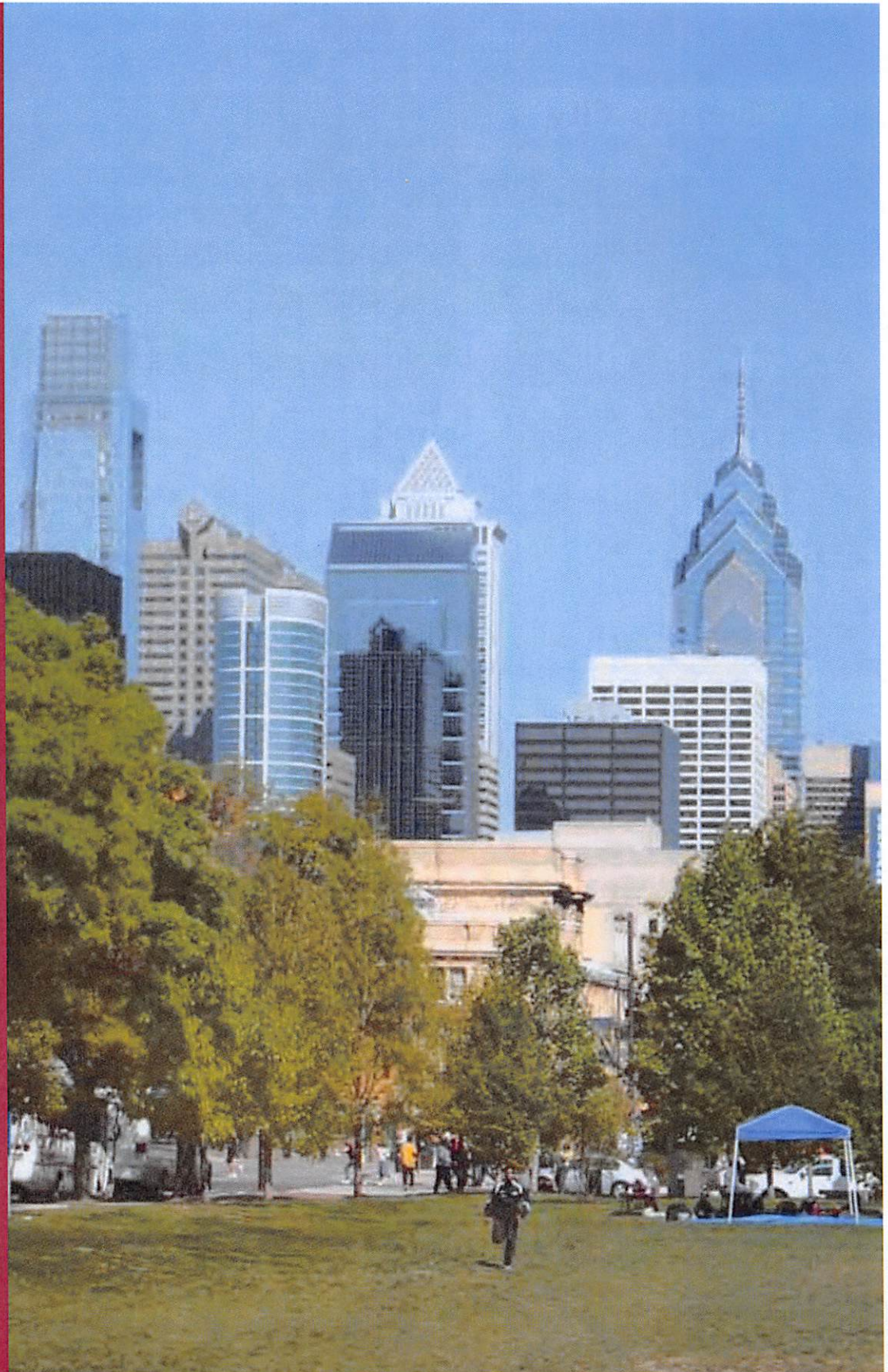
Two computer labs are located on the third floor of Allison Mansion; there are also computers available in the library. A third computer lab is located adjacent to the Wine Lab on the second floor of Allison Mansion. Computer lab hours can vary but typically are Monday

All students have computing and printing privileges; access may be denied to non-students. Please also keep in mind that computers and printers are provided primarily for students to complete school-related research, assignments, and projects. Non-school-related use may be denied.

## **Conduct in the Library and Computer Labs**

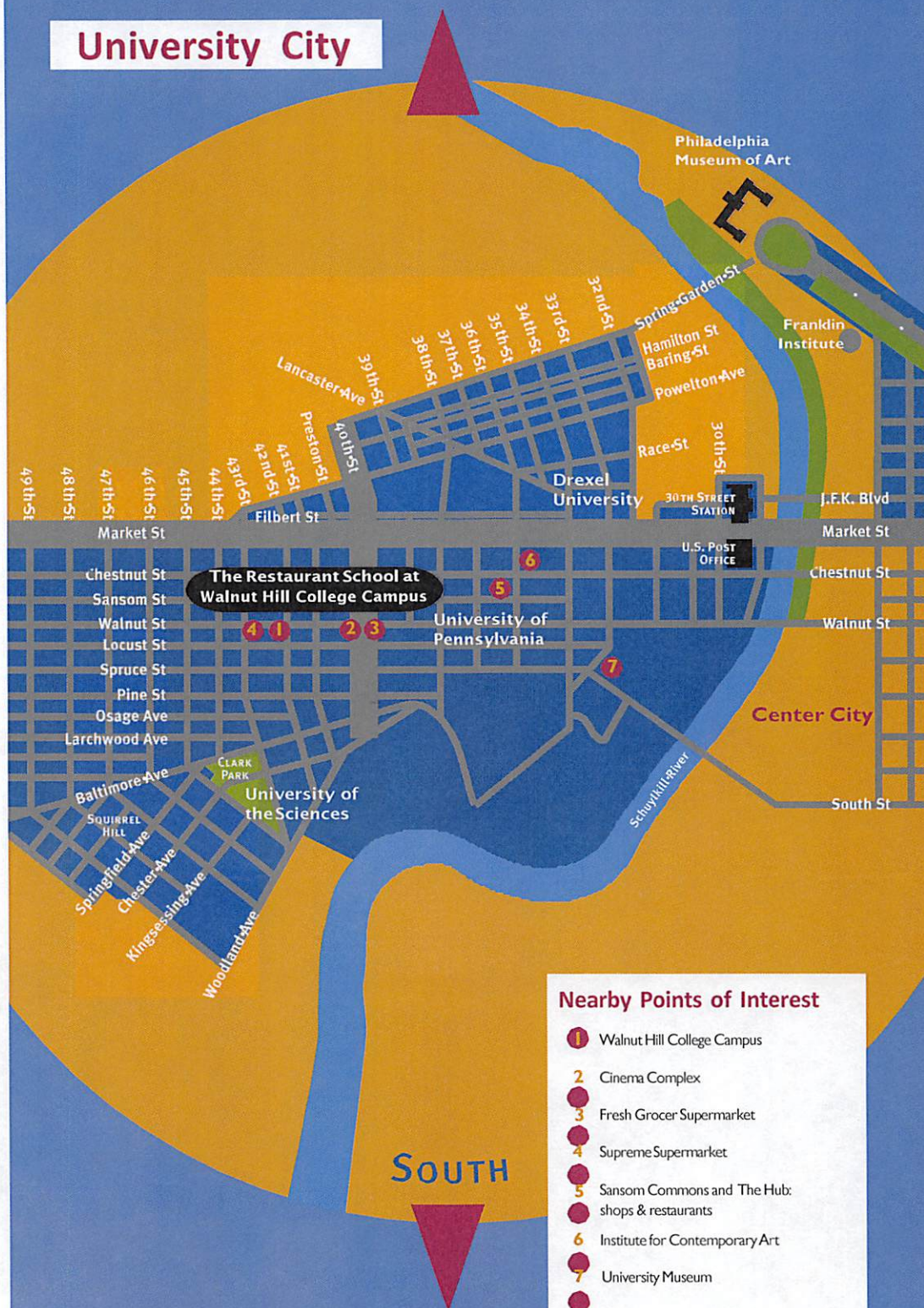
No food or drink is allowed in the library and computer labs. Students are also asked to refrain from long or unnecessary cell phone use and loud conversations.







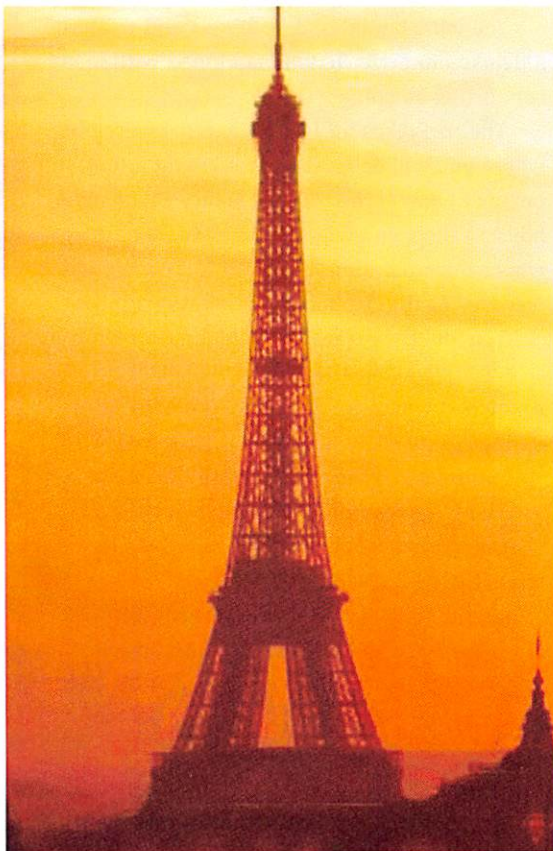
## University City





# Tour of France

2.5 credits



SP

**F**rance is the destination of gastronomy. From the chalky soil of Champagne that nurtures the sparkling elixir of celebrations, to the farmhouses in Burgundy where families handcraft wonderfully earthy cheeses, to the stately chateau where a nobleman creates stellar wines from noble grapes, to the streets of Paris that are alive and bustling with markets, shops, and renowned restaurants – a journey to France is a dream for anyone serious about fine cuisine and wine.

For Culinary Arts and Pastry Arts students, the dream certainly comes true with the college's Tour of France. As the exciting culmination of the associate degree program, the Tour of France is an eight-day gastronomic journey that will transform the charming villages, famous

vineyards, and magnificent countryside of the Champagne and Burgundy regions of France into your own personal classrooms.

The teachers are the local chefs, wine-makers, and food artisans, who will lead you through fascinating tours, tastings, and meals. During the trip, you'll discover the country and culture that transformed fine cuisine and hospitality into an art form.

Hosted by faculty members of Walnut Hill College, along with a guest chef, the Tour of France is an ideal way to be introduced to this wonderful country. Nearly all of the expenses are covered by the tuition: air- fare, ground transportation, most meals, tips, taxes, hotel stays, and admission fees.



You will stay in modern hotels and travel in a deluxe motorcoach, fully equipped with many comforting amenities.

The trip takes off in the Champagne region, where you will be on the guest list for a tour and tasting at one of the region's luxury champagne houses. Then, you will step into the monastery where the monk Dom Perignon is credited with discovering the champagne fermenting process.

You will then travel to Burgundy, a region rich in wonderful culinary creations and renowned wines. Next, you will visit the fascinating city of Dijon, famous for its mustard, spice bread, and the blackcurrant liquor, Cassis.

You will move on to Beaune, which is a charming medieval town most noted for its annual wine auction.

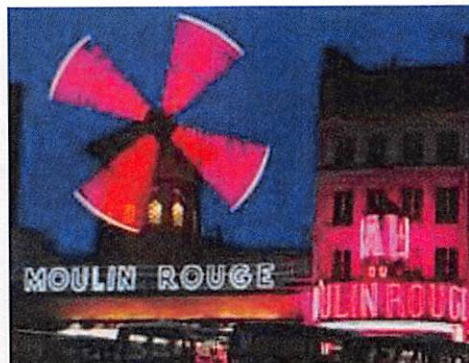
By the time you arrive in Auxerre, you will stroll this beautiful city's cobblestone streets, lined with Tudor houses, amazed by what you have already experienced. Exploring the riverboat houses and floating cafés that dot the Yonne River, you will wish the trip would never end.

But no visit to France would be complete without seeing the City of Lights – Paris! It is a milage of neighborhoods, each with its own flavor. From the chic right bank and the bohemian left bank, to the art and charm of Montmartre, Paris unfolds itself with incredible surprises.

In each city, you will enjoy a hotel breakfast and a day full of activities, such as tours and tastings. There is also free time every afternoon for shopping, dining, and discovering the special charms of each area.

And, at the end of each day, you will share a wonderful meal with your classmates and mentors. School should always be this incredible!

The tour doesn't end with a goodbye, but with a *bientôt*, which means we will see you soon on your next trip to Europe.



SP

# City of Lights





SP

## Cruise and Resort Tour

*2.5 credits*

At Walnut Hill College, the world is your classroom – literally. As a Restaurant or Hotel Management major, your education includes an eight-day behind-the-scenes tour of Walt Disney World®, central Florida resorts, and a Bahamas cruise.

People who experience the wonders of the great cruise liners realize that cruise ships are floating luxury hotels and resorts. These ships entertain more than 2,000 guests, 24 hours a day.

Therefore, what better way for our Hotel Management and Restaurant Management students to learn the art of true hospitality than by spending eight days on our specially-created Cruise and Resort Tour?

You will go behind the scenes to learn

from noted experts in the field of hospitality. Nearly all of the expenses are covered by the tuition. This includes airfare, ground transportation, hotel, taxes, tips and the full cruise to the Bahamas with all meals included.

The tour is hosted by members of the management faculty of Walnut Hill College.

Your classroom may be Main Street in the Magic Kingdom®, a luxury cruise ship, or a major Caribbean resort.

Your teachers will be hotel managers, convention coordinators, cruise ship directors, chefs, and hotel marketers.

The tour begins in central Florida, where you will stay at Walt Disney World's beautiful Key West Resort. You'll be treated to a rare opportunity to go



behind the scenes of the Disney operation, visiting their famous underground service tunnel system that serves the Magic Kingdom theme park. You will tour many of Disney's hotels, resorts, and restaurants, while having management briefings with Disney staff on subjects such as customer service, sales, marketing, and hotel and restaurant management.

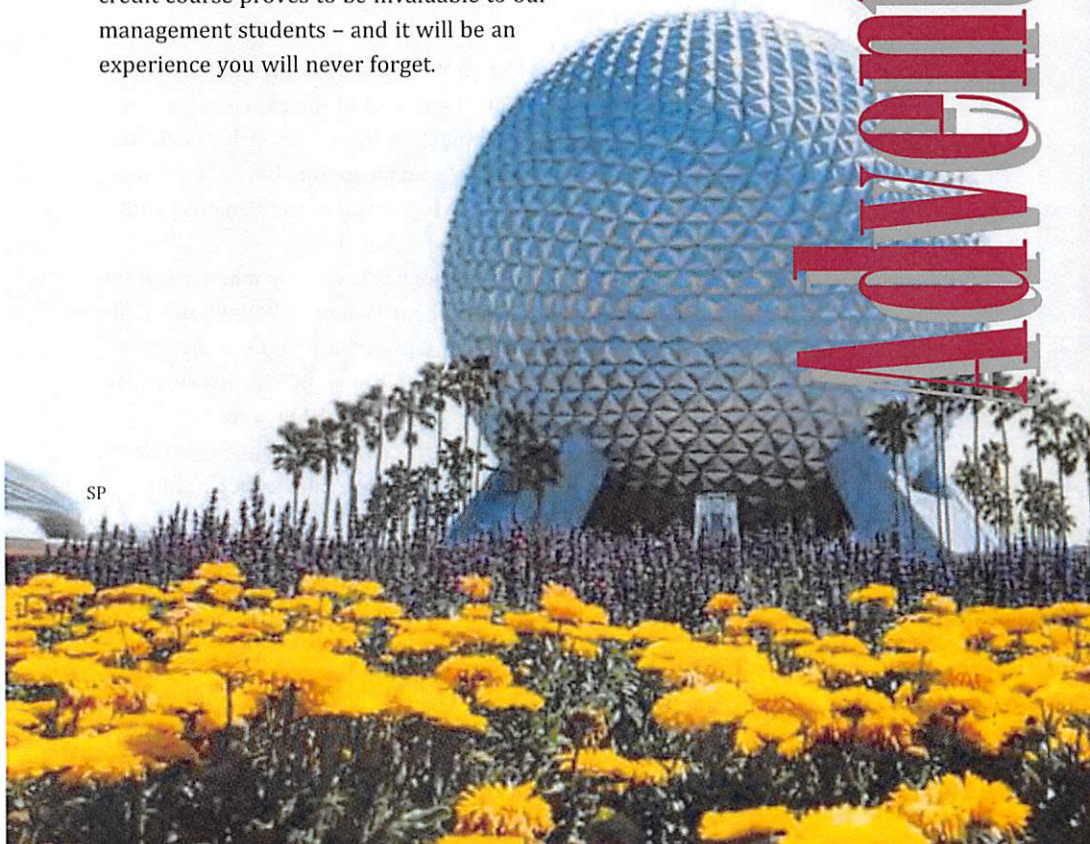
The eight-day excursion continues with tours and management briefings at some of central Florida's most renowned resort hotels and restaurant complexes.

At Port Canaveral, you will board a luxury cruise ship that becomes your floating classroom for three days. While on board, you'll participate in management seminars with the ship's executive staff, as well as a half-day session at a resort/casino on Paradise Island in the Bahamas.

During the Cruise and Resort Tour experience, you will also complete your own independent projects, evaluating certain aspects of the hospitality industry. This dynamic four-credit course proves to be invaluable to our management students – and it will be an experience you will never forget.



# Adventure



SP





SP

# Cultural Tour of England

*2.5 credits*

On the fringe of Europe, but often in a world of its own, England is a place of diversity, reflected in its wealth of history, its landscape, its architecture, and its people and customs. It is a place of rolling pastures and ancient pathways, tranquil waterways and busy motorways.

For students enrolled in any of the four baccalaureate programs, this course marks the culmination of their program with an exploration of some of the best of England.

Appropriately enough, the tour begins in historic Oxford, renowned the world over as home of one of the oldest and most highly revered universities in Europe. Oxford is a city dominated by its colleges, numerous quadrangles, halls and chapels. You will walk along the paths,

see sixteenth-century libraries and the spectacular Christ Church College with its huge Tom Tower that houses the massive bell. These are experiences not to be missed.

Next, it's on to the neighboring town of Windsor to view England's largest castle. Windsor has been a royal residence for nine hundred years. Standing on a cliff above the Thames River, it dominates this beautiful, historic town.

In Bath, you will see the great Roman bathing complex and some of the most impressive Roman remains in Britain, superbly preserved and presented. This town owes its importance to its hot springs, which are found nowhere else in Britain. Walking past tiny shops and fashionable stores, the roads lead to the Sally



Lunn House. Built in the sixteen hundreds, it is always ready to welcome visitors to its delightful tearooms.

You will then prepare for your visit to London, the most vibrant of cities. You will experience the ceremony, tradition, entertainment, food and the contrasting faces of this modern city. It is intensely cosmopolitan and multi-cultural, but still retains the pomp and circumstance that honors ancient traditions. London is a city that has undergone several reincarnations, yet has managed to emerge unscathed each time, continuing to draw people the world over.

The enormous choice of restaurants in central London and beyond is evidence of the city's many faces and its diverse inhabitants. Dining options range from "modern European" cuisine to the ever-present fish and chips, authentic Indian, or fresh seafood specialties. You will sample the best of British fare as well as the traditional high tea.



Tallyho!

As Samuel Johnson wrote, "When a man is tired of London he is tired of life, for there is in London all that life can afford." Britain as a whole offers an infinite variety—history, royalty, Roman ruins, crumbling castles, stately homes, parks, posh neighborhoods, shopping, theatre and museums.

So, get ready to acquaint yourself with the age-old glory, charm, and vitality that make jolly old England what it is today. Tallyho!



SP





## Admissions

An application for admission to Walnut Hill College is available to any individual with a high school diploma or its equivalent and an interest in developing a career in fine restaurants, foodservice, or hospitality.

### To apply for admission:

Contact the Office of Admissions at either 215-222-4200 extension 3011, or toll-free outside the 215 area code at 877-925-6884 or on-line at [info@walnuthillcollege.edu](mailto:info@walnuthillcollege.edu) to schedule an initial interview. During this interview, an admissions representative will discuss the college's programs, act as your host on a tour of the college, and answer any questions you may have. Once a personal interview has been completed, a complete application packet may be offered that explains the process below in detail.

- Submit the application form, including the goal statement.
- Submit the application fee of \$50, and the registration fee of \$150.

- Submit an authorized copy of a high school transcript or GED scores.
- Submit two letters of reference from former employers, supervisors, counselors, or instructors, dated not more than two years before the date of application. Previous work experience in the hospitality field is not an admissions requirement; therefore, it is acceptable to obtain references from professionals outside of the hospitality industry.
- Make an appointment to take the Skaddron Achievement Analysis test or submit SAT scores with a combined score of 900 (Math & Critical Reading) and above, in which case the test will be waived. Candidates taking the Skaddron Achievement Analysis must score in the 25th percentile or above to be considered for admission to the College.

Admissions materials may be submitted together or individually as they become available. Once all admission requirements are fulfilled, an applicant will



receive notice regarding the status of his or her application within two weeks of the completion of the application. There are no application deadlines; however, we encourage applicants to apply as early as possible. Enrollment is on a first-come, first-served basis. Applications remain valid for up to 18 months from the date appearing on the application form.

Acceptance is based on a review of all admissions requirements and demonstrated level of interest in the Hospitality Industry. It is also important to have an understanding of the requirements needed for succeeding through the programs offered at Walnut Hill College. Previous experience in any area of the hospitality industry is helpful, but not required.

#### International Students

All international students must meet the same application procedures with two exceptions.

1. Applicants whose native language is other than English must demonstrate proficiency in the English language. Proficiency may be demonstrated by proof of graduation from a secondary or post-secondary institution whose language of instruction was primarily English, the Test of English as a Foreign Language (TOEFL) or proof of proficiency from an approved English as a Second Language (ESL) program. If the

TOEFL is used, Walnut Hill College requires a minimum score of 480 on the written TOEFL.

2. Official Bank Statements that verify sufficient funds to cover the cost of the educational program and living expenses for the first academic year. If the applicant is being sponsored the sponsor must provide an Affidavit of Support (Form I-134) verifying that funds will be available for all educational and living expenses.

For more information, please call the Office of Admissions at 215-222-4200 extension 3011 for the Request for F1 Student Status. For those outside of the 215 area code, you can call toll free at 877-925-6884. You can also e-mail us at [info@walnuthillcollege.edu](mailto:info@walnuthillcollege.edu).

#### Articulation Agreements

Walnut Hill College has articulation agreements in place with a number of institutions. For a list of articulated institutions, contact the office of admissions. Educational and financial credit are given for designated courses taken at these schools, provided that all qualifications are met. As part of these agreements, Walnut Hill College has committed to furnishing technical support and assistance to participating schools to help them develop strong programs and courses.





# Tuition and Fees

Please refer to the addendum in the back of this catalog for the most recently updated figures for tuition and fees.



# Financial Aid

Financial aid is available to Walnut Hill College students who meet aid qualifications. It is recommended that you apply for aid early. Please do not assume that you will be turned down for financial aid; if you are interested in receiving aid, contact our Financial Aid Office for further information.

## Helpful Hints When Applying for Financial Aid

- Apply as early as possible.
- Carefully review all forms submitted to the Financial Aid Office and make certain they are completed correctly and signed.
- Do not use estimates when completing the financial aid applications. Use figures from your tax returns.
- Remember to keep a copy of your federal income tax returns to submit for verification.
- Remember to keep copies of your completed financial aid applications before you submit them to the Financial Aid Office.
- As soon as you receive the Student Aid Report, review for accuracy. If needed, submit change online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
- You may apply for a Federal Direct Subsidized Stafford Loan, a Federal Direct Unsubsidized Stafford Loan, or a Federal Direct Parent Plus Loan for each academic year. An academic year at Walnut Hill College is 30 weeks for full-time program and 60 weeks for the extended program.
- Remember to review your financial aid award letter immediately upon receiving it. Please contact the Financial Aid office for changes in eligibility.
- You and your parents should check with employers or unions for available scholarships or loans for employees or their children. Also check the Internet and the library for other scholarship opportunities.

## Eligibility Requirements for all Financial Aid Programs

Eligibility for grants and loans is determined by governmental agencies and lending institutions. Here are some of the requirements:

- Be an established United States citizen or eligible non-citizen.
- Have no current default history on an educational loan or an outstanding balance on an educational grant refund.
- Register with Selective Service (for males age 25 and under).
- Be accepted for enrollment in an approved program of study on at least a half-time basis as an undergraduate.
- Have earned a high school diploma or the equivalent.
- Demonstrate academic progress for continued aid. Government regulations require that students receiving federal financial aid make satisfactory progress in their academic standings. Students must meet a grade point average of 1.50 or above to meet the minimum academic progress standard.



## Grants

### *Federal PELL Grant*

The Federal PELL Grant program provides the "foundation" of financial aid to which other grants, loans, or other assistance may be added.

#### *Additional Eligibility Requirement:*

Must meet financial need criteria according to the Department of Education and cannot have already earned a bachelor's degree.

#### *Repayment:*

A Federal PELL Grant does not get repaid.

#### *To Apply:*

Complete the Free Application for Federal Student Aid (FAFSA) that is available from the Financial Aid Office, your high school, your local library, or on the Internet and submit the completed application online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

### *Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant*

The PHEAA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial aid to attend Walnut Hill College as undergraduates.

#### *Additional Eligibility Requirements:*

Students must meet financial need criteria according to PHEAA, show established Pennsylvania residency of at least 12 months, and have not already earned a bachelor's degree.

#### *Repayment:*

A PHEAA State Grant does not get repaid.

#### *To Apply:*

Complete the FAFSA that is available in the Financial Aid Office (for applicants to Walnut Hill College only) and submit the completed application online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

## Loans

### *Federal Direct Subsidized Stafford Loan*

Every student who wishes to apply for a Federal Direct Subsidized Stafford Loan must first complete the FAFSA and submit a Student Aid Report and consent verification (if selected) to the Financial Aid office.

#### *Repayment:*

A Federal Direct Subsidized Stafford Loan must be repaid. The federal government pays the interest while the student is in college and during grace and deferment periods. Repayment begins six months after graduation or six months after the date the student leaves college. Repayment can take up to 10 years.

#### *Interest rate:*

Interest rates are variable and are reset each July, but will not exceed 8.25%.

#### *To Apply:*

Complete the Federal Direct Stafford Loan Application. Submit the completed copy of the Master Promissory Note (MPN) to the Financial Aid office for review.

### *Federal Direct Unsubsidized Stafford Loan*

Every student who wishes to apply for the Federal Direct Unsubsidized Stafford Loan must be independent of their parents according to the federal guidelines, and must first complete the FAFSA and submit and complete the consent verification (if selected) to the Financial Aid office.



Students whose parents do not qualify for the Federal Direct Parent Plus loan may apply for additional Federal Direct Unsubsidized Stafford Loan.

*Repayment:*

A Federal Direct Unsubsidized Stafford Loan must be repaid. The student borrower is responsible for all interest from the date his or her loan is issued. Repayment begins six months after graduation or six months after the date the student leaves college. Repayment may take up to 10 years.

*Interest Rate:*

Interest rates are variable and are reset each July, but will not exceed 8.25%.

*To Apply:*

Complete the Federal Direct Stafford Loan Application online at [www.studentloans.ed.gov](http://www.studentloans.ed.gov). Submit a copy of the completed Unsubsidized Stafford Loan (MPN) to the Financial Aid Office for review.

***Federal Direct Parent PLUS Loan - Parent Loan for Dependent Students***

*Eligibility Requirement:*

Eligibility based on parents' credit history. Applicants must be the dependent student's natural parents or adoptive parents.

*Loan Request Amounts:*

Cost of education minus any other financial aid.

*Repayment:*

The PLUS Loan must be repaid. Repayment begins 30-60 days after the second check is issued and may take up to 10 years. Requests can be made to pay interest only while student is attending college.

*Interest rate:*

Interest rates are variable and are reset each July, but will not exceed 9.00%.

*To Apply:*

Complete the Federal Direct Parent PLUS Loan Application at [www.studentloans.ed.gov](http://www.studentloans.ed.gov). Both parent and student are required to complete and sign this application. Submit a copy of the Federal Direct Parent PLUS Loan (MPN) to the Financial Aid office.

***Alternative Loans***

There are several alternative loans available for educational expenses. The student may apply for these loans to cover such costs as tuition, lab fees, books, equipment, uniforms, dormitory, and other school related fees. Alternative loans are credit-worthy applications. These loans have variable interest rates. Borrowers cannot be in default on a prior student loan.

***Interest Free Payment Loans***

Walnut Hill College offers its students "Interest Free Payment Plans". Students will have the opportunity to finance any outstanding balances utilizing one of several payment options. Payments must be complete prior to graduation.

***Comparable Program Information***

The Accrediting Commission of Career Schools and Colleges has information on comparable colleges. This information includes program length, tuition and fees. If you would like to receive information on comparable colleges, please contact:

Accrediting Commission of Career  
Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212





# Academic Information

## Degrees Awarded

- Associate of Science degree in Culinary Arts
- Associate of Science degree in Pastry Arts
- Associate of Science degree in Hotel Management
- Associate of Science degree in Restaurant Management
- Bachelor of Science degree in Culinary Arts
- Bachelor of Science degree in Pastry Arts
- Bachelor of Science degree in Hotel Management
- Bachelor of Science degree in Restaurant Management

## Definition of Academic Year

A full-time academic year consists of three 10-week terms. The extended program runs from November to November or April to April and encompasses four 10-week terms. Walnut Hill College awards credits in compliance with ACCSC's quarter credit hour computations.

\*Associate of Science - 2 Academic Years

\*Bachelor of Science - 4 Academic Years

## Maximum Program Length

Students must complete all of their educational requirements within a maximum time frame of 1.5 times the length of the program. If a student fails to complete his/her studies within this maximum time frame, he/she will be dismissed. The Executive Vice President will review any extenuating circumstances to determine if an extension should be granted.

## Grading System

Assessment is the process of gathering evidence of a student's knowledge and skills. A variety of assessment methods are employed to determine whether students have met prescribed standards of performance in their courses.

The transcript issued at the end of each term provides a GPA for each term and a cumulative GPA. The cumulative GPA is used to determine Satisfactory Academic Progress.

The Grade History Report will also indicate a numerical grade, a letter grade, and the credits earned for each course taken during the term, as well as the corresponding cumulative indicators.



The grading system is as follows:

Grade	Letter Grade	Quality Point
90 – 100%	A	4.00
80 – 89%	B	3.00
70 – 79%	C	2.00
60 – 69%	D	1.00
59% and below	F	0.00

### Satisfactory Academic Progress

Walnut Hill College awards credits in compliance with ACCSC's quarter credit hour computations. "Satisfactory Progress" is defined as achieving the following grade point averages (GPA) as well as successfully completing 67% of the cumulative attempted and transfer credits:

Academic Year	Quarter	Minimum
Associate Degree	Credits	Cumulative GPA
1	0 - 36	1.5
2* **	36 - 72	2.0

Academic Year	Quarter	Minimum
Baccalaureate Degree	Credits	Cumulative GPA
3	72 - 108	2.0
4* **	108 and above	2.0

\* 2.0 GPA is the minimum requirements for graduation for Associate and Baccalaureate Degrees.

\*\* 1.75 GPA at the end of the second term in the second academic year of either the Associate Degree or Baccalaureate Degree is required to participate in all credited travel courses.

Government regulations require that students receiving federal financial aid achieve satisfactory progress in their academic standing. For consistency, these guidelines will apply to all students, regardless of their tuition payment agreements.

The GPA is calculated by the following formula:  $\text{Quality Points} \times \text{Credits}$  Divided By Total Credits = GPA.

A student who does not meet Satisfactory Academic Progress (SAP) requirements will be placed on Financial Aid Warning which allows the student to receive financial aid for one additional term. The student will be monitored for SAP again at the end of the warning period.

A student who fails to meet SAP requirements after Financial Aid Warning is placed on

Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established. An appeal process is available for the student who experienced any of the following:

- A personal injury or illness
- Death of a relative
- Other circumstances that affect the

ability to meet SAP

A student who wishes to appeal must download the appeal form through the CampusVue Portal. Appeals may be approved outright or may be approved with an academic plan. In either case, should the appeal be approved, students will be allowed to receive financial aid for a probationary term.

At the completion of the probationary term, the student whose appeal was approved without an academic plan, will be reviewed for SAP. If the student is still not meeting SAP requirements, the student will be placed on Financial Aid





Suspension and will be ineligible for financial aid. The student may appeal Financial Aid Suspension.

The student who was placed on an academic plan will be reviewed for SAP at the end of the probationary term. If the student is still not meeting SAP requirements as stated in the academic plan, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid. Students may appeal Financial Aid Suspension.

If the students' appeal is denied, the student will be ineligible for financial aid until the student meets the SAP requirements.

### Assessments

Assessments are given periodically throughout the term. If a student earns a low score on an assessment, particularly a mid-term, it is recommended that students visit a student success advisor, and/or take other steps to improve their grade in the course.

### Grading for Certification Courses

Several nationally certified courses are included as a part of the curriculum. These courses are regulated by the individual certifying authorities and the certifications are not controlled by the school. Upon successful completion of these courses and earning a passing grade certification assessment, you will receive a separate national certification for each course that will greatly enhance your résumé and professional portfolio.

As with other courses at the school, the passing grade for the course is 60. In order to receive the certification however, you must receive a minimum passing grade on the certification exam as identified by the certifying authority. This passing grade is set by the certifying authority. The grades that are issued for the certification assessment by the certifying authority are the "final" grades, with no appeals process possible. The certification exam may be utilized as the "final exam" for the course. See your instructor for additional details on course assessments.

If you pass the school's course, but fail the certification assessment, you may appeal to retake the certification assessment without retaking the course. This is a one-time option and there is an administrative fee that you must pay. You are responsible for being present when the test is scheduled to be administered. Special appointments cannot be made for this process.

In brief:

1. You can pass a certification course and graduate from school without being certified by the certifying authority.
2. If you fail the certification exam you can still graduate.
3. If you fail the certification exam you are allowed one retake of the exam for a fee.

### Extra Credit Policy

Students are encouraged to take advantage of the opportunities instructors provide for gaining extra credit points towards a final grade. A maximum of five grade points per course may be earned. Instructors are not required, by the college, to offer extra credit opportunities.

Any work submitted for extra credit must relate directly to material covered in class, and must meet all college standards for academic integrity. Extra Credit will not be accepted after the official final day of the term. The college's plagiarism policy must be adhered to.

Please see your individual instructors for detailed information on their requirements for earning extra credit points.

### Transcripts and Appeals Procedure

Progress reports are compiled at the end of every term and issued approximately three weeks later. If a student disputes a grade on his/her progress report, he/she has 30 calendar days to contact the Registrar and request a review. After 30 calendar days, requests for reviews will no longer be honored. Progress reports are not issued to students who have tuition and/or other financial obligations in arrears.



### Final Transcripts

Final transcripts are issued one month after completion of all required credit hours. If a student wishes to dispute a grade on his/her final transcript, he/she has 30 calendar days to contact the Registrar to request a review. After 30 calendar days requests for reviews will no longer be honored. Final transcripts are not issued to students who have tuition and/or other financial obligations in arrears.

### Student Success

The aim of the Student Success Office is to enable each student to reach their potential both as a scholar and as a person. As partners, mentors and teachers, the faculty at Walnut Hill College is committed to helping all students succeed. We recommend that students schedule regular meetings with their instructors to review progress and course material or if they have any course-related questions.

If there is a specific question that cannot be addressed by an instructor, students are encouraged to make an appointment to see the department director or Dean.

### Academic Advising

The Student Success Office provides assistance for all students at the college. Students may contact an academic success advisor to review their programs, check their academic progress and attendance, bolster their study skills, or strengthen their academic performance.

The academic advising program encompasses study groups, tutoring, and mentoring. Individualized care is provided to help students achieve their full academic potential.

Students with special academic needs will meet with the Chief Academic Officer or a Student Success Advisor.

### Eligibility for Graduation

Each course at Walnut Hill College is an integral part of the whole program. Students must complete all courses successfully and

receive a grade point average (GPA) of 2.1 to graduate.

In addition to passing all courses for each term, students must have completed all required projects and proficiencies, hours for internships, and student life and learning points. Students must also have fully settled their financial obligations. Also, students must participate in financial aid exit interviews and have all financial aid paperwork properly completed. If these requirements have not been fulfilled, the student will be ineligible to graduate and will not be permitted to participate in the graduation ceremonies.

### Failure of a Course

Students must earn a minimum of a 60% average in order to pass a course. Students who fail a course will be short the number of credits needed to successfully graduate and receive his/her degree. Students are cautioned that the failure of a course could have significant financial implications. Students may lose their financial aid should they fall below the required number of credit hours or fail to maintain Satisfactory Academic Progress as outlined in the Academic Policies section of this handbook.

For specifics on failing the Tour of France, the Management Florida Resort Tour, or the Hospitality Tour of England, please review the section for these courses carefully.

### Retaking a Course

A student who fails any course by not achieving a 60% average or above will fall short of the required credits and therefore will not be eligible to graduate or receive a degree. A student should meet with the Registrar to arrange to retake a course. Retaking a course more than once requires approval from a student success advisor or the Student Success Advisor.

After the retake is approved, the student must pay the tuition in advance of the scheduled retake. Students will not be allowed into class until the retake has been formally approved and paid in full. The tuition charge will be based on the number of credit hours. A charge of \$225.00 per retake credit will be assessed.



An "F" will remain on the transcript, but only the new grade for the course will be calculated in the GPA.

If scheduling does not permit the student to complete a retaken course prior to graduation, the student will not be eligible to graduate or participate in the ceremony until all requirements have been met. The retake must be completed within six months of the originally scheduled graduation date.

For specifics on retaking the Tour of France, the Management Florida Resort Tour, or the Hospitality Tour of England, please review the section outlined in the student handbook for these courses carefully. Students who are required to retake any of these courses will be charged a retake fee of \$900.00.

### Transfer Credit Policy

Transfer students from accredited post-secondary institutions may submit their transcripts for a course-by-course evaluation to determine if credits are transferable. Students from non-accredited institutions may be eligible for transfer credit if it is determined that completed coursework met appropriate levels of content and intensity. Each applicant's transcript is given individual attention and evaluated by the dean of academics and the department directors; however, there is no guarantee that transfer credits will be awarded. The Dean of Academic Affairs or a Student Success Advisor will ultimately determine whether transfer credits will be accepted. The following standards will apply:

- The institution awarding the credit must be an accredited, two-year or four-year degree-awarding institution.
- Only credits earned in courses in which the student received a grade which is equivalent of "C" or better will be eligible for a transfer
- Courses taken beyond the last ten years may be considered unless a degree has been granted.
- To be granted an Associate of Science or Bachelor of Science degree from Walnut Hill College, the student must complete a minimum of 50% of their program at this institution.

### Applying for Transfer Credit Evaluation:

1. Notify your Admissions Representative and Financial Aid Officer that you have previously attended another college/university.
2. To submit your request to a Student Success Advisor for evaluation make sure you have fulfilled the following:
  - a. Download transfer application from Walnut Hill College's webpage ([www.walnuthillcollege.edu](http://www.walnuthillcollege.edu))
  - b. An official sealed transcript must be submitted to a Student Success Advisor for evaluation with the following:
    - i. A separate completed transfer application form for each course to be evaluated
    - ii. Copies of the course description or syllabi for each course to be reviewed
  - c. All requests must be submitted to a Student Success Advisor one month prior to your first term at TRS@WHC
  - d. Students will receive a notification by mail from the Student Success Advising Department stating whether their request was approved or denied
  - e. Students must then make an appointment with a Student Success Advisor for their initial transfer credit meeting.
3. The student is responsible to meet with his/her Financial Aid Officer to discuss the following procedures and requirements:
4. The Chief Academic Officer or a Student Success Advisor will ultimately determine whether transfer credits will be accepted. The following standards will apply:
  - a. Only credits earned in courses in which the student received a grade with an equivalent of "C" or better will be eligible for transfer.
  - b. To be granted an Associate of Science or Bachelor of Science degree from The Restaurant



School at Walnut Hill College, the student must complete a minimum of 50% of their program at this institution."

## Transfer Student Financial Aid Policies and Procedures

### *For Federal and State Financial Aid*

#### TITLE IV (Federal Student Aid) Policy

- Prior to disbursing Title IV (Federal Student Aid) funds to transfer students, Walnut Hill College must obtain a financial aid history for a student who has received federal student aid at a prior post-secondary institution and must inform NSLDS (National Student Loan Data System) with identifying information about the transfer student to receive updates through the Transfer Student Monitoring Process.
- Through Transfer Student Monitoring Process, the financial aid history is used to identify students who may be ineligible for federal student aid due to issues such as: exceeding aggregate loan limits, loan default, and/or overpayment on a grant and/or student loan(s).

### *Walnut Hill College TITLE IV (Federal Student Aid) Procedure*

- To adhere to TITLE IV policy, during the admissions application process to Walnut Hill College, undergraduates who wish to transfer credits into their program of choice, official documentation of approval of transfer credits and enrollment status must be presented to the financial aid administrator along with the financial aid file to determine Title IV eligibility.

### *PHEAA - Pennsylvania State Grant Policy*

- When certifying eligibility for the PHEAA State Grant for a recipient who has transferred to Walnut Hill College, the financial aid administrator must complete the State Grant academic progress testing. The grant should not be credited until the

student or school at which the student received prior State Grants provides Walnut Hill College with the information needed to test academic progress and eligibility determined. The certifying financial aid administrator may delay and/or reject the transfer student's eligibility for lack of progress until the student provides the academic transcript in accordance with the State Grant academic progress policy.

### *Walnut Hill College PHEAA - Pennsylvania State Grant Procedure*

- To adhere to the PHEAA State Grant policy, prior to the final crediting of funds to transfer students, a copy of the official academic transcript from the prior post-secondary institution where PHEAA state grant was last credited must be submitted to Walnut Hill College's financial aid office to complete the academic progress testing.
- PHEAA State Grant final crediting is also reviewed and confirmed at the certification of the fall, winter, and spring rosters, summer rosters, and the annual reconciliation rosters.

## Transferring Programs

### **Internal Transfer Policy:**

A current student who wishes to transfer programs internally at Walnut Hill College must contact a Student Success Advisor to initiate the transfer. Students transferring within the current college programs must submit an internal application and written goal statement reflecting how the new degree program will better assist them in achieving future aspirations. Any student wishing to transfer from his or her program to another program within the college must follow the internal transfer procedure. Students must first meet with a Student Success Advisor and a Financial Aid Officer to discuss reasons for transferring and the outcomes of the forthcoming decision. Students should keep in mind



that transferring programs may affect their financial aid eligibility and graduation date.

#### Internal Transfer Procedure:

- Students must complete an Internal Transfer Application (located outside the Registrar's Office) and a written goal statement expressing reasons for the major change and how the transfer will facilitate future goal attainment following graduation.
- Students must then make an appointment with a Student Success Advisor to submit their application and evaluate their decision. If the application is approved, the Student Success Advisor will then determine a new course plan with the student.
- Students must then consult with a financial aid officer prior to submitting the accepted application to the Registrar.
- After meeting with a financial aid officer, students can then submit their internal transfer application to the Registrar for approval.
- After the student is officially transferred they must see their Admissions Representative to sign a revised Enrollment Agreement reflecting the change in program.
- Upon approval the Registrar will change the status of the student and officially transfer them in the new program\*

\* Students who wish to transfer programs within the college must apply and submit approval before the start of the following term in order to be officially enrolled in the new program.

#### High School Articulation

Walnut Hill College has established articulation agreements with several area vocational high schools. Students having questions regarding the acceptance of their vocational high school credits should meet with the Dean of Academic Affairs during orientation. A list of articulated schools may be viewed in the Office of Admissions.

#### Honors

Three levels of academic honors are awarded to recognize levels of achievement based upon a student's GPA. The following ranges apply for term honors:

<u>GPA Range</u>	<u>Term Honors</u>
3.75 – 4.00	President's List
3.50 – 3.74	Dean's List

The following ranges apply for honors status at graduation:

<u>GPA Range</u>	<u>Graduation Honors</u>
3.75 – 4.00	Summa Cum Laude
3.50 – 3.74	Magna Cum Laude
3.25 – 3.49	Cum Laude

Cumulative GPA is utilized when determining graduation honors for each degree independently. In addition, a student who graduates with honors will have met the following criteria:

- No academic, attendance or behavior probation
- Name has never been on any suspension list
- Student has met all graduation requirements:
  1. Completed Student Life and Learning hours
  2. Met all tuition and financial aid requirements
  3. Completed all assessments, courses, and internship hours successfully

#### Family Educational Rights and Privacy Act (FERPA)

Students may inspect and review their educational records upon request. A student desiring to review his/her records must submit a written request which specifically identifies the record(s) to be reviewed. A copy of the College's FERPA policy is available for review in the student success office.

The college will not release any non-directory information about a student to outside parties without written consent from the student. Release of non-directory without consent is guided by state or federal laws. The release of directory information is not considered a violation



of your rights of privacy under FERPA. The College is permitted to release this information unless the student specifically requests otherwise. Directory information is considered to be the student's name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the institution attended.

### Suspension

Students who have tuition payments and/or other financial obligations in arrears will be suspended. Suspension can occur at any time.

*While on suspension a student may not:*

- Attend classes.
- Take exams or proficiencies.
- Submit assignments or project materials
- Utilize services of the Career Success Office.

Suspended students will be marked absent, without regard to whether the student disregards the suspension notices and attempts to attend class. Notices of suspensions are sent to all instructors. Attempts to attend class while on suspension can result in dismissal.

A lengthy suspension could result in a dismissal due to excessive absences. Suspension will also result in being automatically disqualified for term and final honors.

### Tour of France, Management Florida Resort Tour, and Hospitality Tour of England

All actively enrolled students in the College's culinary and pastry associate degree programs participate in the Tour of France. Restaurant and Hotel Management students participate in the Management Florida Resort Tour at the end of the associate program. All bachelor's degree candidates participate in the Hospitality Tour of England. Upon successful completion of these tours, students will earn 2.5 credits necessary toward receiving their degree.

Students will be graded on a numerical

basis with an average of 60% as the minimum for passing. Grading will be based upon a combination of assessment tools. Any student who does not pass will be required to retake the course paying the full expenses of the travel experience (including but not limited to airfare, hotels, ground arrangements, meals, admission fees, taxes, gratuities and other related costs).

Students who have tuition payments and/or other financial obligations in arrears may not participate in the tours. Any student who does not have a grade point average (GPA) of 1.75 or above at the end of the term preceding their scheduled tour will not be eligible for either the Tour of France, Management Florida Resort Tour, or Hospitality Tour of England. Students who do not meet this requirement will be notified by their department director not later than six weeks prior to the course departure. The student will be scheduled instead for the Tour Retake at no additional charge in order to receive the four credits normally earned during the tour.

As a student's behavior should be representative of a hospitality or foodservice professional, it is also important to the college. Students who abuse any of the college's policies may be dismissed from the tour and from school without any formal probation or previous notice.

Foreign students who cannot obtain a proper visa to travel into Europe or the Bahamas will need to complete the Tour Retake in order to receive the 2.5 credits normally earned during the tour. This special course work will be developed by the appropriate department director. There are no reductions in tuition for students who do not participate or who do not complete the tour.

Students must travel with the school, without alterations to the itinerary or length of stay. Students must travel during their assigned week. There are no options to change schedules or travel dates. Failure to receive a valid passport on time will result in the student being ineligible for the scheduled tour and, therefore, a failure for the 2.5 credit course. Those without passports may not reschedule their tour.



## Planning Ahead for Your Tour

You are required to obtain any passports and visas necessary to participate in the Tour of France, the Management Florida Resort Tour, or the Hospitality Tour of England.

Students who hold passports or travel documents from foreign countries are urged to see the Vice President of College Advancement immediately since the French or British governments may require a visa. Visas and other travel documents can take months to process.

If a student misses the Tour of France, Management Florida Resort Tour, or Hospitality Tour of England for any reason, it is not refundable. Students must pay to retake the course at a cost of \$900.00. The student will complete a course at the school. Should a student be unable to go on their scheduled tour they must meet with the Vice President of College Advancement and the Dean of Academic Affairs to determine an appropriate course of action.

Other considerations when planning ahead include dress code and wardrobe. Students should be aware that the purposes of these trips are purely educational; therefore, you will be expected to be in proper business attire for most of the trip. Proper business attire includes suits or sports jackets, button shirts, and ties for men and the proper business suits and dresses for women. If necessary, you may want to evaluate, budget, and plan for your wardrobe now.

## Leave of Absence and Withdrawal

### *Leave of Absence*

Students are not permitted to take a leave of absence from a program. They may, however, withdraw from a program and will be granted credit for any courses completed with passing grades. Students retain the option to reapply for admission at a later date.

### *Withdrawal from a Course*

If a student is not making sufficient academic progress in a course, it may be advantageous for him/her to withdraw from that particular course. To withdraw from a course, the student must meet with

a Student Success Advisor who will consider all mitigating circumstances before permitting a withdrawal. Withdrawals from all production or operations courses are not permitted at any time.

All individual course withdrawals must be completed five weeks before the last class meeting. A "WD" notation will appear on the transcript to indicate a withdrawal. Students are responsible for all aspects of retaking a course, including any course retake charges.

Students should keep in mind that withdrawing from a course may affect financial aid. Students should not withdraw from a course if withdrawal will cause them to fall below 12 credits.

## Withdrawal from a Program

Students or applicants who wish to withdraw from Walnut Hill College must contact the College to initiate withdrawal procedures. Any student wishing to withdraw from their program must follow the withdrawal procedure. Students must first meet with financial aid officer and a Student Success Advisor to discuss his/her reasons for withdrawal and the implications of his/her decision.

Federal law requires that any student withdrawing or graduating from the college complete a financial aid exit interview. This may be completed with the financial aid officer or by mail. Withdrawing will initiate cancellation of financial aid, loans, grants, and scholarships. Any payment due to the college, a financial institution, or the student will be calculated based on the last date of attendance as determined by a Student Success Advisor.

## Withdrawal from College

### *Dismissal*

A student may be dismissed from the college or residential living without any formal written notification for any one of the following instances:

1. Use, possession, or being in the presence of illegal drugs or alcohol on school premises, which includes dormitories and any other school-related properties.\*



2. Being under the influence of drugs or alcohol during school hours or during any school-sponsored activities or functions.
3. Cumulative GPA below 1.5
4. Removing or damaging school property, including food, beverages, and equipment.
5. Displaying any behavior which could endanger the wellbeing of another person.
6. Failure to uphold the college's standards of professionalism and behavior.
7. Attending any classes while on suspension for any reason.

*\* Walnut Hill College has a "zero tolerance" policy with regard to a student under the influence, in possession of, or in the presence of drugs or alcohol.*

### Appeal for Reinstatement

A student dismissed from the college or residential living has the right to appeal the dismissal decision and request reinstatement. To initiate the appeals process, the student must submit, in writing, detailed documentation as to why he/she feels the decision for dismissal was in error. The letter must be submitted to the Executive Vice President within seven (7) days of the dismissal.

The decision to have an appeal heard by an appeals panel rests solely with the Executive Vice President. The appeals panel will be comprised of a selection of the college's department directors, deans, and other staff as directed by the Executive Vice President. The appeals panel will use the student's written documentation as the main source of information for the appeal. It is imperative that the written information is clear, detailed, and accurate.

The decision of the appeals panel is final.

### Refund Policy

Students or applicants who wish to withdraw from

Walnut Hill College must contact the college to initiate withdrawal procedures.

For withdrawal before the start of school, the student must submit verbal or written notice to the Office of Admissions. Withdrawal after the first class requires a verbal or written notice to the Student Success Office.

The address for both offices is:

Walnut Hill College  
4207 Walnut Street  
Philadelphia, PA 19104

- An applicant rejected by Walnut Hill College is entitled to a refund of all monies paid.
- For cancellations within five days of signing the enrollment agreement and before the start of classes, all monies paid will be refunded.
- For cancellation six days or more after the signing of the enrollment agreement, but before the start of classes, all monies shall be refunded except the \$50.00 application fee and the \$100 termination fee.

Refunds calculated under this policy shall be sent to the student within 30 days of notice of cancellation, or the date the school determines the student has withdrawn. Walnut Hill College reserves the right to discontinue the enrollment of any student who's academic, attendance or behavior performance does not meet the published standards set for students.

*The refund date for actual refund computation purposes is the last date of actual attendance (LDA) by the student. Refunds for the term are as follows:*

#### Full Time program

Week 1	90% of tuition, less \$100.00
Week 2-3	55% of tuition, less \$100.00
Week 4-5	30% of tuition, less \$100.00
Week 6-10	No refund due



**Extended Program**

Week 1	90% of tuition, less \$100.00
Week 2-5	55% of tuition, less \$100.00
Week 6-10	30% of tuition, less \$100.00
Week 11-20	No refund due

Refunds are credited:

- 1) Unsubsidized Federal Stafford Loan
- 2) Subsidized Federal Stafford Loan
- 3) Federal Plus
- 4) Pell Grant
- 5) Any other Title IV Program
- 6) Other federal, state, private or institutional financial assistance
- 7) To the student

Additional monies will be sent directly to the student who signs the enrollment agreement unless a prior, specific written request is made by the student and any third party. This notice must be sent to the Office of Admissions in the same manner established above.

### **Federal Student Aid Return of Title IV Funds Policy**

Important Notice to All Federal Student Aid Recipients: The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, the "unearned" portion must be returned to the appropriate Title program.

- When a student withdraws on or before 60 percent of a term, the Federal Return of Title IV Funds calculation is performed. The calculated percentage of the term completed becomes the percentage of Title IV aid earned. The total Title IV aid disbursed to the student, or that could have been disbursed to the student minus the amount of Title IV aid earned by the student yields the amount of Title IV loan and grant aid that is unearned and that must be returned. The percentage is determined by dividing the total number

of calendar days completed by the total number of calendar days in the term. If a student has completed more than 60 percent of the term, he/she is considered to have earned 100 percent of the Title IV aid received for the term.

- Any unearned funds will be returned as soon as possible, but no later than 45 days after date the school determined student withdrawal.

If a student has received disbursed aid in excess of the calculated earned aid, then funds must be returned to the federal financial aid programs in the following order: (1) Federal Direct Unsubsidized Stafford Loan, (2) Federal Direct Subsidized Stafford Loan, (3) Federal Direct Parent Plus Loan, (4) Pell Grant, (5) any other Title IV program, (6) other federal, state, private or institutional financial assistance, (7) to the student.

Additional monies will be sent directly to the student who signs the enrollment agreement unless prior, specific written request is made by the student and any third party. This notice must be sent to the Office of Admissions in the same manner as established above.

A student will only be eligible for a post-withdrawal disbursement of federal financial aid if the amount of the disbursed aid is less than the amount of the earned federal financial aid for outstanding current, allowable charges.

Refunds are calculated according to state, federal and accrediting commission guidelines. The calculation most favorable to the student will be utilized.

### **Clock Hours to Credit Hours**

Use this information to see how many actual clock hours are in a credit hour:

- For classroom activities, 1 clock hour in a didactic learning environment equals 2 units. This includes the Tours.
- For laboratory activities, 2 clock hour equals 1.5 units. This includes Restaurant Operations, Retail Foods, and Retail Pastry Production, Baking and Culinary lab classes.
- For internship activities, 1 hour equals 1 unit.



## Student Complaint Procedure

Any concerns a student has regarding the college may be addressed with the Executive Vice President. Should a student have concerns with a specific class or instructor, the following steps should be followed:

1. Meet with the class instructor and attempt to resolve the issues (s).
2. Should there be any unresolved issues; students may then meet with the appropriate Dean, Chief Academic Officer or Vice President:
  - a. Restaurant and Hotel Management students should see the Chief Academic Officer
  - b. Culinary and Pastry Arts Students should see the Vice President of Culinary and Pastry Arts
3. To further pursue a matter, students may submit a complaint in writing to the Executive Vice President.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If the student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career  
Schools and Colleges of Technology  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201

A copy of the Commission's complaint form is available at the college and may be obtained by contacting the admissions department or online at [www.accsc.org](http://www.accsc.org).

## Policies and Procedures

### *Professional Standards of Attitude and Behavior*

One of the most important educational and developmental processes students will experience at Walnut Hill College is that of developing the temperament and attitude required of hospitality professionals.

Students should view enrollment in the college as an important step in professional development and must understand the level of standards and expectation of performance. Listed below are some guidelines:

1. Adhere to the dress code for all classes.
2. Arrive for class on time.
3. Submit assignments on time.
4. Turn cell phones off during any class or during any official college function.
5. The use of foul language is unacceptable.
6. Act in a professional and refined manner, with respect for fellow students, faculty and staff.
7. Address staff members and faculty as "Mr." or "Ms." and chefs as "Chef."
8. Be supportive, fair, and helpful to your classmates.
9. Treat College buildings, furnishings, and equipment with care and respect.
10. Be supportive of Walnut Hill College. It is now an important part of your career.

Whenever you are representing the college, whether it be at a special event, career fair, internship, or Student Life and Learning event, you are expected to follow the rules of conduct laid out in this handbook, and to act in a manner that will reflect positively on the college. You are expected to respect staff, faculty, classmates, school premises, and the profession for which you are training. Should you exhibit behavior that is less than acceptable, you will be required to meet with the department director to address the deficiencies. Behavior problems may result in probation or dismissal.



## Code of Student Rights, Responsibilities, and Conduct

Walnut Hill

College, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions which maintain such freedom. The college has developed the following regulations concerning student conduct which safeguard the right of every individual to exercise fully the freedom to learn without interference.

### Academic Misconduct

Walnut Hill College promotes and upholds academic integrity and intellectual honesty among its students and staff. The College recognizes plagiarism and cheating on any academic work as a serious offense against school policy. Walnut Hill College may discipline a student for academic misconduct, which is defined as any activity which tends to undermine the academic integrity of the institution.

*Academic misconduct includes:*

#### 1. Plagiarism/Cheating

- a. A student must not adopt or reproduce words or statements of another person without appropriate acknowledgement. Credit must be given whenever the student has used any facts, statistics, graphs, or pieces of information that are another person's spoken or written words.
- b. A student must not use or attempt to use external assistance on any test or examination, unless the instructor specifically has authorized external assistance. This prohibition includes the use of books, notes, calcula-

tors, cell phones, and other electronic equipment.

- c. A student must not steal examinations or any course materials.
- d. A student must not allow others to conduct research or prepare work for him or her without the authorization of the instructor. Under this prohibition, a student must not use materials obtained from commercial term paper companies or papers that have been written by other persons.
- e. A student must not alter a grade or score in any way.
- f. A student must not submit a copy of a written report, which is represented as the student's individual work, if it has been written by other persons.

#### 2. Facilitating Academic Dishonesty

- a. A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

#### 3. Professionalism and Language

- a. All written and oral assignments, project, journals, etc. must be presented in a professional manner.
- b. The use of foul language or inappropriate language will not be tolerated, and the appropriate sanctions will be enforced.

### Plagiarism Policy

A fundamental goal of education is to produce students who can evaluate ideas – both analysis and synthesis – and who can produce significant original thoughts. Plagiarism is simply repeating words or thoughts of other people, without adding anything new. Therefore, submitting a plagiarized paper – in addition to the wrongful conduct – does not demonstrate the level of understanding and skill that an educated person is reasonably expected to have. The plagiarist knows that he is not the true author of



the work, yet the plagiarist willfully and deliberately puts his name on the work. Standler, R.B. (2000) Plagiarism in Colleges in USA. Retrieved February 14, 2009, from <http://www.rbs2.com/plag.htm>

Turnitin is a web-based originality checking program that ensures originality, as well as use of proper citation. Turnitin will be used by Walnut Hill College to detect potential plagiarized papers.

### College Proceedings

**First Offense:** Student must meet with the Chief Academic Officer. Student will automatically fail the assignment and be required to complete a one-hour tutoring session on citing and creating a bibliography. No make-up work or extra credit work will be allowed in that course for the remainder of the term.

**Second Offense:** Student must meet with the Chief Academic Officer. Student will automatically fail the course in which the infraction occurred. Student will be charged for the re-take of that course at the prevailing per credit fee.

**Third Offense:** Student will be asked to meet with the Chief Academic Officer as well as the Executive Vice President. At that time the student will be dismissed from the college effective immediately. Financial Aid will be notified that the student has been dismissed and that all loans, grants and scholarships are to be cancelled for that student.

The Academic Misconduct Policy is upheld throughout the student's entire career at the college. Matriculating into the Bachelor of Science Degree program does not automatically delete any prior offenses that may have occurred during their Associate of Science Degree program. If a student has plagiarized, it may impact his/her eligibility for any college-supported grants or scholarships.

### Code of Personal Conduct/ Community Regulations

Walnut Hill College students are subject to the provisions of this catalog while on

college property, and when involved with off-campus programs, activities and events related to, or sponsored by, the college. Students are also expected to follow the tenets of the student code of conduct when privately off-campus. Alleged off-campus student code violations having, or potentially having, a direct, detrimental impact on the college's educational functions, its community members, or the local community are subject to adjudication within the campus judicial system. This misconduct includes, but is not limited to:

1. Dishonest conduct including false accusation of misconduct, forgery, alteration, or misuse of any college document, record or identification.
2. Providing information known to be false to any college official.
3. Lewd, indecent, or obscene conduct.
4. Disorderly conduct, which interferes with teaching, administration or other college activities.
5. Actions which endanger the student, the college community, or the academic process.
6. Failure to comply with the directions of college officials or the terms of a disciplinary sanction.
7. Unauthorized entry or use of a college facility, or refusal to vacate a facility when directed to do so by an authorized official of the college.
8. Damage to, or destruction of, college property or the property of others on the college premises.
9. Possession of firearms or other weapons on college property contrary to law.
10. Acting with violence or aiding, encouraging, or participating in acts of violence.
  - a) Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, or that causes the person to have a reasonable apprehension that such harm is about to occur.
  - b) Personal insults and/or personally abusive language likely to provoke a violent reaction by



the listener or listeners to the speaker.

11. Unauthorized possession or use of alcoholic beverages on college property, or in the course of a college activity.
12. Unauthorized possession or use of illegal drugs
  - a) The sale, gift or transfer of drugs, controlled substances or drug paraphernalia to another student on Walnut Hill College property or in the course of a college or student organization activity.
  - b) The term "controlled substances" is defined in Pennsylvania law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.
13. A violation of any Pennsylvania or federal criminal law.

### Harassment and Bullying Policy

Students have the responsibility to respect each other's personal rights and dignity. A student has the right to be free from any form of harassment including sexual harassment in any building or at any location on The Restaurant School at Walnut Hill College property or during the course of any college-related activity.

Students are responsible to respect each other's personal dignity. Harassment includes any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, national origin, religion, creed, or sexual identity. Sexual harassment is defined as unwelcome sexual advances, and verbal or physical contact of a sexual nature.

#### Sanctions

Students and student organizations of Walnut Hill College accept the responsibility to abide by all college policies. Proven failure to meet these obligations will justify

appropriate disciplinary sanctions. Disciplinary sanctions are defined as follows:

Reprimand is an official notification of unacceptable behavior and a violation of the student code of conduct. Any further misconduct may result in more serious disciplinary sanctions. All reprimands will contain conditions noted under "Conditions of Sanction".

Disciplinary Probation is a conditional status imposed for a designated period of time. Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also Violation of Disciplinary Probation which may result in further action up to and including suspension or expulsion. Disciplinary probation may place specific restrictions on the student or student organization. These may vary with each case and may include restriction from participating in extracurricular and/or residence life activities, use of non-educational facilities or other restrictions as determined by the administration.

#### Interim Suspension

When the actions of a student threaten the good order and discipline of the college, the Executive Vice President may invoke an interim suspension on the student, pending a prompt investigation and sanction review. The Executive Vice President will also determine whether the suspended student is allowed to remain on college property pending the completion of the investigation. In the event that the Executive Vice President is away from campus or otherwise unavailable, any member of the executive branch (President, Chief Academic Officer, and Vice President of Administrative Services) may impose an interim suspension consistent with the following procedure.

- The Executive Vice President initiates an interim suspension by providing the President with information of:
  - a) the events causing the threat to exist;
  - b) the name of the student and actions allegedly violating



- College regulations; and
- c) a statement of the college regulations allegedly violated by the student.
- If the Executive Vice President suspends a student, he or she will be notified of the interim suspension and an upcoming procedural interview.
- If the final decision is to suspend or expel the student, the sanction takes effect from the date of the interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with Walnut Hill College student handbook.

### **Suspension**

Suspension is the loss of privileges of enrollment at Walnut Hill College for a designated period of time and prohibits a student from being present without permission on the campus or college sponsored activities. A student's suspension shall not exceed one calendar year following the effective date of the sanction. A student organization's suspension is a temporary revocation of college recognition. A student organization suspension will not exceed five years.

### **Expulsion**

Expulsion is the permanent loss of privileges of enrollment at Walnut Hill College and prohibits a student from ever being present without permission on the property of Walnut Hill College. Expulsion will be noted on the student's permanent record. A student organization, expulsion is the permanent revocation of university recognition.

The sanction of expulsion is the only judicial sanction reflected on a student's official academic transcript.

*Note: Other areas of the college, such as academic units, student employment, and student activities, may place specific restrictions on students or student organizations that are on disciplinary sanctions.*

### **Conditions of Sanction**

As a component of a disciplinary sanction, hearing authorities may impose conditions that are educational in nature and reflect the nature and gravity of the offense. Conditions of a sanction may include, but are not limited to, educational seminars, reflective essays, restrictions on right of access to campus facilities and programs, restitution for damage, room changes, and letters of apology to those affected, parental meetings and revocation of honors or awards.

The obligation to "protect" our college community which includes students, staff and visitors to our campus is paramount. Any member of Walnut Hill College community who compromises the safety and/or security of the college will be required to participate in "service hours" related to the college to help "repair" or "repay" the damage they did to their community or the community at large.

## **Attendance Policies and Procedures**

### **Class Attendance**

Maintaining good attendance in every class is vital to each student's educational success.

Students are expected to attend all classes as scheduled, on time, and for the full duration of the class. Most students who do not successfully complete a course often fail to do so because of absenteeism.

### **Perfect Attendance**

Students recognized as having perfect attendance have not missed any

- Classes (lecture, demonstration, or hands on)
- Restaurant Operations or Production classes
- Internships
- Tour Experiences
- Assessments.

Students who have earned perfect attendance for all terms will be recognized with a certificate during the graduation ceremony.



Students are not qualified for perfect attendance if they were:

- a) Absent from a class regardless of the reason
- b) Absent from Restaurant Operations or Production classes and successfully completed the required make-up time.
- c) Late for class.
- d) Suspended from school, regardless of the length of time, for tuition and/or other financial obligations in arrears or for failure to complete financial aid files on time.

#### *Attendance As it Affects Grading*

Students will receive a grade for each course taken in each term. All courses include a grading criterion for Student Responsibility. Student Responsibility consists of participation, preparation and professional behavior during class. Students absent from class will receive a 0 for Student Responsibility for each absence. The Student Responsibility grade is weighted differently for each class depending upon the assessment measures in place.

#### *Tardiness to and Departure from Class*

Students arriving after the start of class, up to 30 minutes late, will be marked late. Two (2) late arrivals are equivalent to one (1) absence.

After 30 minutes from the start of class students will be marked absent. However, they are encouraged to attend the remainder of the class so that they do not miss the material being covered.

Students not returning following an instructor sanctioned break, will be marked absent for that class.

Leaving without permission or being dismissed will be marked absent for the day.

#### *Other Considerations Regarding Absences*

- a) There are no excused absences.
- b) Absences are listed for the term only; they are not cumulative.

### **Assessment Policies and Procedures**

#### *Classroom Attendance Requirements*

Students are permitted up to two (2) absences per class per term for any single class with the exception of Production and Operation classes for which all missed

classes must be made up. Any student who exceeds 2 absences will be withdrawn from the class and must retake the class paying all applicable fees.

#### *Hands-On Classes*

Many classes consist of practical applications, including kitchen and hands-on for which the grading criteria is heavily weighted in the area of daily assessments. Absence from a class will result in a zero (1) for the daily assessment on that day.

#### *Production/Operations Classes*

Production and Operation classes are: Market Production, Pastry Production, Managing Market Production, Restaurant Operations for Management and Restaurant Operations.

Students missing any of these classes must make up the class at varying degrees depending upon the day and/or number of classes missed.

- Students who miss a class (first absence) must make up one (1) class.
- The second absence in a term requires two (2) make-up classes.
- Any absence on the day before or the day after a holiday requires three (3) make-up classes.
- Should a student fail to contact the instructor to schedule a make-up class within 48 hours of the initial absence, the student will receive a grade of zero (0) for the missed day's assessment and will still be required to complete the make-up for the missed class.
- Make-up classes must be completed within 3 weeks from the date of the absence or prior to the end of the term.
- **Failure to complete all scheduled make-up classes prior to the end of the term will result in a course failure and require a course retake.** Students who fail a course for any reason will be responsible for all applicable retake fees.
- Should a student be absent from a Production or Operations class and have insufficient time to make up the class prior to the end of the term for any reason, they will fail the class with a final grade of F, due to an attendance failure.
- Should a student be absent from a Production or Operations class during the last week of the term and have insufficient time to make up the class prior to the end of the term due to a verifiable and documentable serious medical condition requiring an overnight



hospital stay, funeral of an immediate family member, or court-ordered subpoena, the student will receive a grade of Incomplete (I). Upon delivery of documentation of the event within 48 hours to the instructor, the student will be permitted to make up the missed class (in accordance with the make-up class procedures outlined above) during the next available scheduled Production or Operations class in a future term. This situation may cause the student's graduation date to be postponed.

- Students who fail to complete the scheduled make-ups will fail the course. They will be required to repeat the course at an additional tuition charge.

Make-up days and times are scheduled at the discretion of the instructor. Students must contact the instructor within 48 hours of the absence to determine make-up days. It is the responsibility of the student to confirm the date of the make-up class.

#### *Missed Assessments*

Absences on the day of a scheduled assessment (quiz, test, midterm, final, etc.) are a serious concern, as not completing these on a timely basis will greatly impact your grade. If you are absent on the day of a scheduled assessment you must contact your instructor within 48 hours to schedule a make-up assessment. The maximum score for any missed assessment will be a 70%. Assessments that are missed during the last week of class must be made up prior to the official final day of the term.

#### *Late Assignments*

Turning in an assignment past due is considered to be unprofessional and is discouraged. However, should an assignment need to be turned in late, it will be accepted up to 7 days late with the following penalties applying:

Missed assessments must be made up prior to the next scheduled class session. The maximum score for any missed assessment will be a 70%.

Assignments that are due during the last week of class will not be accepted after the official final day of the term. The same penalties will apply. Any assignments turned in after the official final day of the term will receive a grade of 0.

#### *Earning Full Credit for a Missed Assessment or Late Assignment*

You may request to take a missed assessment or submit a late assignment for full credit for one of the following reasons only:

1. Court-ordered subpoena (not a subpoena issued by an attorney)
2. Serious medical situation, defined as an overnight hospital stay
3. Funeral of immediate family member.

In order to receive full credit for the missed assessment or late assignment, you must submit written documentation of one of the above reasons to your instructor prior to the next scheduled class day. Documentation for a serious medical situation must include the date on which the student can return to class. All written documentation must be verifiable.

## **Classroom Policies and Procedures**

### *School Holidays*

It is important to note that the school does not observe all federally observed, religious, and ceremonial holidays.

### *Snow Closing/Late Openings*

It is possible that we can experience a delay in the start of a school day or a cancellation of a full day of classes due to severe snowstorms. Check Schoology.

1. Call the school for information  
We have set up a special "hotline" for you to get updates and information about possible class delays and cancellations due to severe snowstorms. Call 215-222-4200 and enter the four-digit code: 3333 when prompted. You will then hear a status report for the day. Check the number frequently during the day as the status may change.
2. What time is a decision made?  
In general we try to make a decision by 6:15 am. The most up-to-the-minute information on weather and road conditions is needed before a final decision can be made.
3. Restaurant Operations,  
Market and Pastry Production  
classes are not cancelled or delayed due to snowstorms.
4. **Make-up Classes**  
For classes missed due to weather, you will either be asked to complete an out-of-class assignment, or an



alternate meeting date will be scheduled within 10 days of the original class.

## **Dress Code and Grooming Policies**

### ***Dress Code – General Policy***

Walnut Hill College faculty and staff encourage

students to select attire that meets industry standards. The faculty and staff reserve the right to require changes in a student's overall appearance. The goal of the college's dress code is to be fair and responsive to the community at large.

Students are permitted to wear appropriate casual attire to lecture classes, demonstration classes and in any "Open to the Public" outlets. Shirts must have sleeves. For safety purposes, open-toe shoes, sandals, and exceptionally high heels are not permitted. Clothing that is torn, soiled, or considered offensive is not permitted. Offensive clothing is defined as "a word, slogan, phrase or picture that is vulgar and hateful." Pajama, flannel or sweat pants are not permitted. Other than Chef hats, all hats or caps should be removed when entering the buildings and remain off until leaving. Students will not be permitted to enter class if they are not dressed appropriately.

If a student is asked to leave class for a dress code violation, he/she has 50 minutes to return properly dressed and be marked tardy. After 50 minutes, the student will be marked absent from class.

During tour experiences, field trips, trade shows, certain special events, and career fairs, students are required to wear proper business attire.

Students must adhere to the dress code and grooming at all times. The staff and instructors will make the determination whether or not a student is deficient in any area concerning the dress code.

### ***General Personal Hygiene and Grooming***

1. All students should arrive to class, internship, Restaurant Operations, and school activities and functions clean and well groomed.
2. Hair can be dyed but must be a natural hair color and contained within a hat while in kitchens.
  - a) Beards or mustaches are acceptable if you have them on the first day of school, or grow

them during winter break, spring break or summer break, but must be closely trimmed and fully grown. Partial growth is unacceptable.

- b) Students with a goatee, sideburns, etc. must be clean shaven on any exposed facial areas.

### ***Grooming and Dress Code for Kitchen Classes***

Uniforms must be exact models as those issued by Walnut Hill College.

Dress code for all kitchen classes:

- A school approved chef's black hat must be worn, completely covering all hair.
- Cleaned, pressed, school approved chefs jackets and chefs pants must be worn
- Chef's jackets must be buttoned to top button.
- Sleeves must be worn down and cuffed at bottom
- School approved neckerchief and toggle must be worn
- Chef's pants must be hemmed; rolled cuffs are not permitted.
- A plain, black belt must be worn.
- Aprons to be worn with the bib up and full-length of the apron down to the knees.
- Three (3) clean side towels are required at the start of each class.
- Black, non-skid, polished work shoes must be worn. Black rubber-soled clogs are acceptable (absolutely no sneakers).
- Only plain white or plain black socks may be worn.
- No nylon stockings are to be worn.
- No logo t-shirts, colored t-shirts, or turtlenecks can be worn under the uniform. T-shirts must be plain white only.
- Thermal undergarments may be worn but must be white in color. No undergarment sleeve may exceed past the cuff of the chef's jacket.
- No pierced jewelry may be worn other than one pair of simple post earrings.
- No tongue or facial piercings are allowed.
- No nail polish or acrylic nails may be worn.
- Tattoos must be covered at all times.



**Other kitchen classroom requirements include:**

- No backpacks, handbags, or coats should be brought into classes.
- School issued toolboxes must be brought to all classes.

**Grooming and Dress Code for Dining Room Classes**

**Men**

**Hair**

- Must be a natural color.
- Must be trimmed.
- Must be kept off the face.
- If length is beyond the bottom of your collar, it must be secured behind your head.

**Facial Hair**

- Beards or mustaches are acceptable if you have them on the first day of school
- Beards or mustaches may be grown during breaks, but must be closely trimmed and fully grown.
- Partial growth is unacceptable.
- Jewelry:
- A wristwatch and one ring, only, may be worn.
- No tongue or facial piercings are permitted.

**Women**

**Hair**

- Must be a natural color.
- Must be kept off the face.
- If length is beyond the bottom of your collar, it must be tied back in either a bun or a braid.

**Make-up**

- Should appear natural; not excessive.
- Jewelry
- A wristwatch, one ring, and one set of post earrings only may be worn.
- No hoop or dangling earrings.
- No tongue or facial piercings are permitted.

**Men and Women**

**Hands**

- Hands and fingernails must be clean at all times.
- No nail polish or acrylic nails may be worn.
- Tattoos
- Tattoos must be covered at all times.
- Cologne or Perfume may be used sparingly.

**Uniform Standards**

**Vest**

- Black, school approved.
- Tailored to fit and buttoned fully.
- Cleaned and pressed at all times.

**Tie**

- School approved tie must be clean and in place at all times.

**Shoes**

- Comfortable, conservative, black shoes with no-skid soles.
- Must be polished
- No boots or sneakers will be permitted

**Socks**

- Black socks only.

**Pants**

- School approved black pants- No yoga pants or spandex
- Must be pressed and clean at all times
- Must be worn above the waist.

**Belt**

- Plain black belt
- No large, gaudy buckles or studs are permitted.

**Shirt**

- White, long sleeved Oxford button down with a closed collar
- Sleeves may not be rolled up; must be kept long and buttoned at all times.
- Shirt must be cleaned and pressed.

**Undershirt**

- White, plain undershirt should be worn
- Must have a plain collar.
- There must be no printing or logos on the shirt.

**Apron**

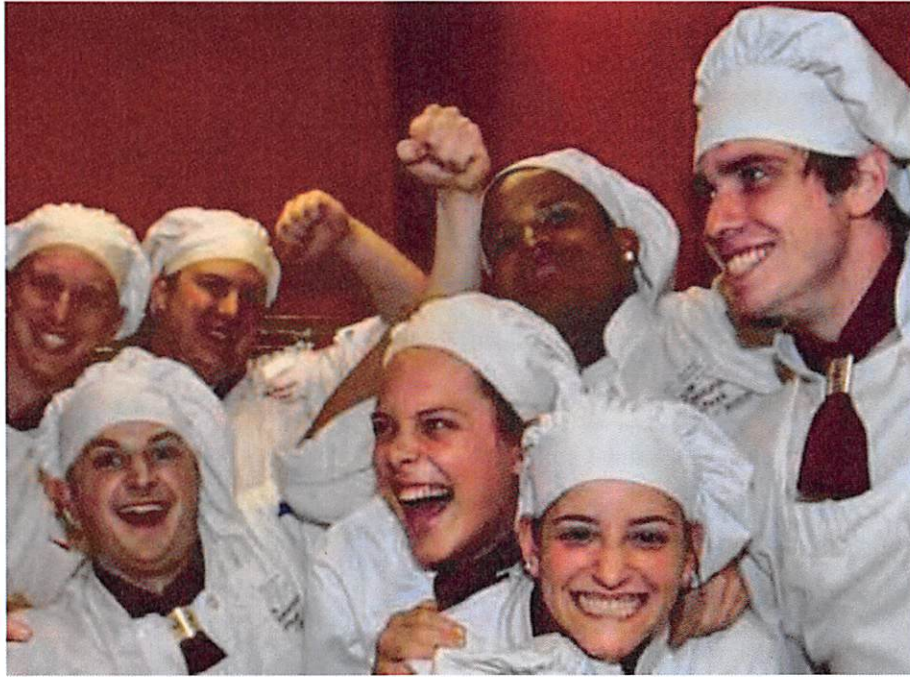
- School approved White Bistro apron must be cleaned and pressed.
- Must be tied in the back.

**Equipment:**

- Corkscrew
- Captains Pad
- 2 Pens

Final approval of student's attire and grooming is at the discretion of the instructor. Students are expected to be in complete uniform at all times during Kitchen and Restaurant Operations classes. The first infraction will be addressed, personally, by the dining room instructor. Any additional infractions will cause a grade of zero (0) and an absence for your class grade for the day.





## Culinary Arts Program Objectives

### Associate Degree

The associate degree program is designed to provide students with the essential foundation for a culinary arts career.

The curriculum combines fundamental and advanced culinary courses with relevant academic classes to allow students to develop the creative, professional, and leadership skills necessary for successful employment in the hospitality industry.

Students gain a thorough introduction to basic and advanced creative cooking techniques through lecture and lab classes such as Culinary Ingredients, Introduction to Culinary Techniques, and Fundamentals of Sauces, as well as through experiential learning. Interactive academic courses such

as Supervision, Nutrition, Composition, Cost Accounting and Concept Development focus on teaching students the critical thinking, problem solving, and communication skills they will utilize in the field.

Upon completion of the program, students will be prepared for entry-level positions in a variety of foodservice operations, such as restaurants, hotels, catering, institutional foodservice, clubs, or resorts. Students may also opt to continue their studies in the Bachelor of Science degree program.

### Course Requirements for Associate of Science Degree in Culinary Arts

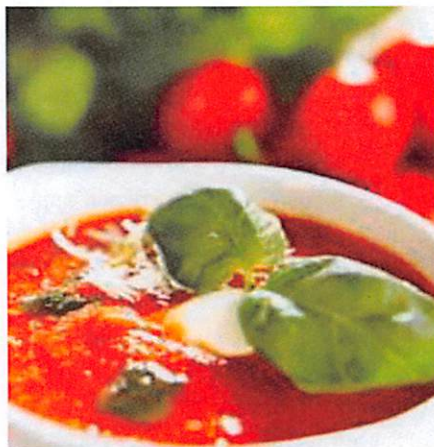
Major Specific Courses		Credit
CUL1130	Culinary Techniques	1.5
FSM1100	Sanitation	1.5
CUL1120	Culinary for Hospitality Professionals 1	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0
CUL1220	Cold Pantry	2.0
CUL1221	Garde Manger	2.0
CUL1330	Meat and Seafood Identification	2.0
CUL1331	Culinary Classics	2.0
CUL2420	Foundations in Soups and Sauces	2.0
PAS2401	Pastry for Hospitality Professionals 1	2.0
PAS2402	Pastry for Hospitality Professionals 2	2.0
CUL2510	Vegetable and Starch Preparations	2.0
CUL2511	Contemporary Dishes	2.0
FSM2600	Purchasing and Cost Controls	1.5
CPP2600	Culinary Proficiency Preparation	2.0
BEV2520	Wines: Grapes and Varietals	1.5
STC2610	Gastronomic Tour of France	2.5
COPS1200	Culinary Operations 1	7.5
COPS1300	Culinary Operations 2	7.5
COPS2400	Culinary Operations 3	7.5
COPS2600	Culinary Operations 4	7.5
DROPS1100	Dining Room Operations	3.5

### General Education Courses

CCS1100	First Year Freshman Seminar	2.0
CCS1110	Social Media and Technology	2.0
ENG1300	English Composition	2.0
MTH1200	College Math	2.0
CCS1300	Strategies for Success	3.0
CCS2410	Public Speaking	3.0
CCS2510	Personal Finance and Investments	2.0
LAW1300	American Courts and Legal Systems	3.0
HIS2400	Philadelphia and American Independence	2.0
LEAD2400	The Leading Supervisor	3.0
HUM2600	Understanding World Cultures	2.0
PSY1200	Exploring Psychology	3.0
SCI2600	Nutrition for a Healthy Life	3.0
HUM2620	Culture of France	1.5

### Total Credits

Major	66.0
General Education	33.5
Total	99.5
Clock Hours	1500





## Bachelor of Science Degree

The Bachelor of Science degree program in Culinary Arts focuses on supplying students with culinary knowledge and skills, along with the managerial and leadership skills required for upper-level positions in restaurants and other foodservice operations.

Lecture and lab classes are combined with experiential learning to provide a thorough introduction to advanced creative cooking techniques. These courses include hands-on training in cooking and baking

techniques, exposure to classical and international cuisines, and explorations of regional and fusion cooking. Interactive academic courses teach students administrative, organizational, and leadership skills and concepts they will utilize in the field.

Students graduating with a bachelor's degree may seek upper-level positions in the kitchen or other areas of food service. Possible positions include sous chef, chef de partie, or foodservice manager.

## Course Requirements for Bachelor of Science Degree in Culinary Arts

*Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.*

Major Specific Courses			Credit	Major Specific Courses			Credit
CUL3130	Retail Product Development		2.5	CUL4530	Emerging World and Nordic Cuisine		2.5
CUL3140	Italian Rustica and Modern Spanish Cuisine		2.0	CUL4510	Freestyle Cooking		2.0
CUL3150	Contemporary Plating and Arrangements		2.0	CUL4450	Amuse Bouche, Mise En Bouche, Verrine		2.0
CUL3230	Canning and Jarring		2.5	CUL4620	Nutritive Cooking		2.5
CUL3240	New Style and Country Cuisine		2.0	PAS4611	Contemporary Plated Desserts		2.0
CUL3250	Taste Flavors and Devils Food		2.0	HOSP4610	Hospitality Operations and Assessment		3.0
FSM4400	Menu Planning		1.5	EI3200	Experiential Immersion 1		2.0
CUL4430	Charcuterie		2.5	EI3300	Experiential Immersion 2		2.0
CUL3320	The Chef's Palate		2.0	STC4600	Hospitality Tour of England		2.5
CUL4550	American Road Food: Cuisine of the Americas		2.0	CUL4630	Contemporary Asian Cuisine		2.0
HOSP4510	Hospitality Design		1.5	INTC3210	Culinary Arts Internship		3.0
MGT4400	Marketing for Hospitality Professionals		1.5	INTC3310	Culinary Arts Internship		3.0
CUL3330	Retail Foods of the Future: My Test Kitchen		2.5	INTC4410	Culinary Arts Internship		3.0
CUL4440	Modernist Cuisine		2.0	INTC4510	Culinary Arts Internship		3.0
				ACC3120	Introductory Hospitality Accounting		1.5

General Specific Courses		Credit		
PSY3100	Communication and Interpersonal Relationships	3.0		
HUM4100	Community Engagement and Accountability	2.0		
SCI3200	Advanced Nutrition	2.0		
HUM4610	Culture of England	2.0		
PHL3300	Ethics	2.0		
PSY3300	Critical Thinking and Psychology	3.0		
LEAD4400	Leadership	3.0		
SOC4400	Current Issues in Society	3.0		
HUM4500	Sustainability in Life and Work	2.0		
SOC4500	Sociology of Popular Culture	3.0		
HIS4600	Perspectives on Contemporary Civilization	2.0		
HUM4600	Analysis of Film and Literature	3.0		
PHL4300	Philosophy as a Way of Life	3.0		
			<b>Total Credits</b>	
			Major	130.5
			General Education	66.5
			Total	197
			Clock Hours	3015







## Pastry Arts Program Objectives

### Associate Degree

The main objective of the associate degree program in Pastry Arts is to provide the fundamental knowledge and skills necessary for a career in the pastry arts profession. By studying fundamental and advanced pastry techniques in combination with academic essentials, students will develop the creative and professional skills required for successful employment in the industry.

Introductory level courses include Introduction to Pastry Arts, Pastry Techniques, Professional Bread Baking, and Cake Baking and Decorating. Students then progress to more specialized pastry courses such as Chocolate and

Candies, European Tortes and Gateaux, and Wedding Cakes.

General education and certification classes complement these courses by offering students instruction in related subjects such as Supervision, Nutrition, Sanitation, Cost Accounting, and Composition.

Upon completion of the associate degree, students will be prepared for entry-level positions in pastry shops, independent or retail bakeries, or other foodservice facilities. Alternatively, students may opt to pursue further study in the field by entering the bachelor's degree program.

# Artistry

## Course Requirements for Associate of Science Degree in Pastry Arts

### Pastry Arts Courses

		Credit
FSM1100	Sanitation	1.5
PAS1120	Pastry Techniques	2.5
CUL1120	Culinary for Hospitality Professionals 1	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0
PAS1210	Baking Science	1.5
PAS1200	Professional Bread Baking	2.0
PAS1201	Cake Baking and Decorating	2.0
PAS1310	Advanced Baking Science	1.5
PAS1320	Custards, Mousses and Frozen Desserts	2.0
PAS1321	Chocolate and Confections	2.0
PAS2510	Advanced Pastry Decorations	2.0
FSM2600	Purchasing and Cost Controls	1.5
PAS2520	European Tortes and Gateaux	2.0
PAS2521	Wedding Cakes	2.0
BEV2520	Wines: Grapes and Varietals	1.5
POP2510	Pastry Plating and Presentation	3.5
PPP2600	Pastry Proficiency Preparation	2.0
STC2610	Gastronomic Tour of France	2.5
POPS1100	Pastry Operations 1	5.0
POPS1200	Pastry Operations 2	5.0
POPS1300	Pastry Operations 3	5.0
POPS2400	Pastry Operations 4	5.0
POPS2500	Pastry Operations 5	5.0
POPS2600	Pastry Operations 6	5.0

### General Education Courses

CCS1100	First Year Freshman Seminar	2.0
CCS1110	Social Media and Technology	2.0
ENG1300	English Composition	2.0
MTH1200	College Math	2.0
CCS1300	Strategies for Success	3.0
CCS2410	Public Speaking	3.0
CCS2510	Personal Finance and Investments	2.0
LAW1300	American Courts and Legal Systems	3.0
HIS2400	Philadelphia and American Independence	2.0
LEAD2400	The Leading Supervisor	3.0
HUM2600	Understanding World Cultures	2.0
PSY1200	Exploring Psychology	3.0
SCI2600	Nutrition for a Healthy Life	3.0
HUM2620	Culture of France	1.5

### Total Credits

Major	66.0
General Education	33.5
Total	99.5
Clock Hours	1500



## Bachelor of Science Degree

The bachelor's degree program is designed for students interested in pursuing careers as pastry cooks, pastry chefs, or retail or wholesale bakers. The program builds upon the associate degree program by offering more advanced pastry arts courses and more in-depth academic classes.

Advanced pastry arts courses such as The Art of the Chocolatier, Advanced Boulangerie, Artisan Breads, Contemporary Dessert Styling, and Advanced Sugar and Confections give

students the opportunity to more fully develop their pastry and decorating skills. The upper-level academic classes focus on teaching students administrative, organizational, and leadership skills necessary for a successful career in the hospitality industry.

Upon completion of the program, students will be prepared to enter the industry as entry-level pastry chefs, retail or wholesale bakers, or entrepreneurs.

## Course Requirements for Bachelor of Science Degree in Pastry Arts

*Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.*



Pastry Arts Courses		Credit		
PAS3100	Artisan Breads 1	2.0	EI3200	Experiential Immersion 1 2.0
PAS3110	Artisan Breads 2	2.0	EI3300	Experiential Immersion 2 2.0
CUL3120	Art and Presentation	2.0	STC4600	Hospitality Tour of England 2.5
PAS3200	Advanced Boulangerie 1	2.0	PAS3340	Pastry Test Kitchen 2.5
PAS3210	Advanced Boulangerie 2	2.0	INTPB3100	Pastry Arts Internship 3.0
FSM4400	Menu Planning	1.5	INTPB3200	Pastry Arts Internship 3.0
PAS3300	Contemporary Dessert Styling	2.0	INTPB3300	Pastry Arts Internship 3.0
PAS3310	Celebration Cakes 1	2.0	INTPB4400	Pastry Arts Internship 3.0
PAS3320	Celebration Cakes 2	2.0	INTPB4500	Pastry Arts Internship 3.0
HOSP4510	Hospitality Design	1.5	ACC3120	Introductory Hospitality Accounting 1.5
MGT4400	Marketing for Hospitality Professionals	1.5		
PAS4400	International Desserts	2.0		
PAS4410	The Art of the Chocolatier 1	2.0		
PAS4420	The Art of the Chocolatier 2	2.0		
PAS4500	Pastry Freestyle 1	2.0		
PAS4510	Pastry Freestyle 2	2.0		
PAS4600	Sugar Artistry	2.0		
PAS4610	Advanced Confections	2.0		
HOSP4610	Hospitality Operations and Assessment	3.0		

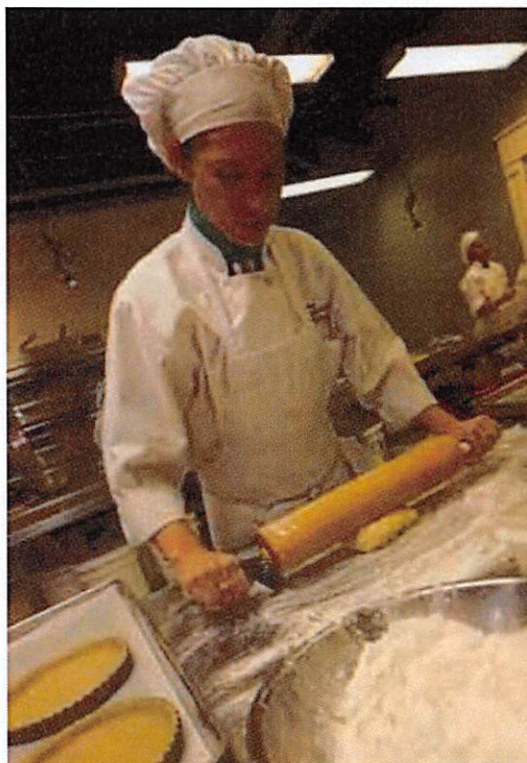
**General Education Courses**

PSY3100	Communication and Interpersonal Relationships	3.0
HUM4100	Community Engagement and Accountability	2.0
SCI3200	Advanced Nutrition	2.0
HUM4610	Culture of England	2.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking and Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life and Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HIS4600	Perspectives on Contemporary Civilization	2.0
HUM4600	Analysis of Film and Literature	3.0
PHL4300	Philosophy as a Way of Life	3.0

**Total Credits**

Major	129.0
General Education	66.5
Total	195.5

Clock Hours	3025
-------------	------







# Restaurant Management Program Objectives

## Associate Degree

The associate degree program in Restaurant Management is designed to provide the foundation necessary for a career in the restaurant and foodservice industry. Students will develop the industry knowledge and the administrative, organizational, and leadership skills required for an entry-level management position in restaurants, hotels, resorts, corporate dining, college, and other food-service facilities.

The program is specifically structured to integrate traditional classroom learning with valuable practical learning experiences. Courses in Professional Dining Room Service, Introduction to Food and

Beverage, Introduction to Hospitality, and Wines provide students with a broad general knowledge of the field, while hands-on classes such as Restaurant Operations and Culinary Basics allow students to learn how both the front and back of the house operate firsthand.

Upon completion of the associate degree program, students may seek employment in entry-level management positions in restaurants, hotels, catering, or other commercial or institutional food-service operations. Students may also continue their studies in the Bachelor of Science degree program.

## Course Requirements for Associate of Science Degree in Restaurant Management

Major-Specific Courses		Credits	General Education Courses		Credits
HOSP1100	Introduction to Hospitality	1.5	CCS1100	First Year Freshman Seminar	2.0
FSM1100	Sanitation	1.5	CCS1110	Social Media and Technology	2.0
FSM2600	Purchasing and Cost Controls	1.5	ENG1300	English Composition	2.0
HMGT2400	Hospitality Facilities Management	1.5	MTH1200	College Math	2.0
HMGT1200	Guest Services for Hospitality Professionals	1.5	CCS1300	Strategies for Success	3.0
BEV2500	Wines: Grapes and Varietals	1.5	CCS2410	Public Speaking	3.0
EEP2600	Meetings and Events	1.5	CCS2510	Personal Finance and Investments	2.0
BEV2410	Responsible Beverage Service	1.5	LAW1300	American Courts and Legal Systems	3.0
BEV1100	Bartending	1.5	HIS2400	Philadelphia and American Independence	2.0
DROP2500	Dining Room Operations	3.5	LEAD2400	The Leading Supervisor	3.0
CUL1120	Culinary for Hospitality Professionals 1	2.0	HUM2600	Understanding World Cultures	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0	PSY1200	Exploring Psychology	3.0
HOPS1200	Hospitality Operations 1	7.5	SCI2600	Nutrition for a Healthy Life	3.0
HOPS1300	Hospitality Operations 2	7.5	HUM2620	Culture of Florida and the Bahamas	1.0
HOPS2400	Hospitality Operations 3	7.5			
HOPS2500	Hospitality Operations 4	7.5			
HOPS2600	Hospitality Operations 5	7.5			
STC2650	Management Tour of Florida and the Bahamas	2.5			
PAS2401	Pastry for Hospitality Professionals 1	2.0			
PAS2402	Pastry for Hospitality Professionals 2	2.0			
RMGT1200	Tableside Presentations	1.5			
<b>Total Credits</b>					
Major		66.5			
General Education		33.0			
Total		99.5			
Clock Hours		1515			

innovation



## Bachelor of Science Degree

The Bachelor of Science degree program in Restaurant Management is designed to prepare students for a career in the restaurant and foodservice industry.

The program is specifically structured to integrate traditional classroom learning with practical learning experiences. Classes such as Risk Management, Human Resources in the Hospitality Industry, Business Law, and Leadership focus on developing effective managerial and leadership styles and an awareness and understanding of workplace issues. Business Franchising and Restaurant Design 1 and

2 courses provide students with further opportunity to apply their classroom knowledge.

Upon completion of the bachelor's degree program, students may seek employment in entry-level management positions in restaurants, hotels, catering or other commercial or institutional foodservice operations. Possible positions include restaurant manager, catering or banquet manager, dining room or room service manager, or assistant food and beverage director.

## Course Requirements for Bachelor of Science Degree in Restaurant Management

*Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.*

Major-Specific Courses			Credits	Major-Specific Courses			Credits
FSM3110	Catering and Off-Site Foodservice	1.5		RMOP3100	Maître D' Operations 1	7.5	
CUL4101	Culinary for Restaurant Professionals 1	2.0		RMOP3200	Maître D' Operations 2	7.5	
CUL4102	Culinary for Restaurant Professionals 2	2.0		INTR3300	Restaurant Management Internship	4.0	
RMGT3100	Managing Restaurant Operations	1.5		INTR4400	Restaurant Management Internship	4.0	
HOSP4530	Hospitality Management Strategies and Logistics	1.5		INTR4500	Restaurant Management Internship	4.0	
FSM4400	Menu Planning	1.5		INTR4600	Restaurant Management Internship	4.0	
BEV3100	Spirits and Wines	1.5		EI3200	Experiential Immersion 1	2.0	
HOSP4510	Hospitality Design	1.5		EI3300	Experiential Immersion 2	2.0	
HOSP4610	Hospitality Operations and Assessment	3.0		STC4600	Hospitality Tour of England	2.5	
BEV3110	Wines of the World	1.5		ACC3120	Introductory Hospitality Accounting	1.5	
MGT3300	Human Resource Management	1.5		RMGT3200	Restaurant Facilities Layout and Design	1.5	
MGT4400	Marketing for Hospitality Professionals	1.5		HOSP3110	Risk Management in Hospitality	1.5	
HOSP4520	Hospitality Accounting and Revenue Management	1.5					

General Education Courses		Credits
PSY3100	Communication and Interpersonal Relationships	3.0
HUM4100	Community Engagement and Accountability	2.0
SCI3200	Advanced Nutrition	2.0
HUM4610	Culture of England	2.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking and Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life and Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HIS4600	Perspectives on Contemporary Civilization	2.0
HUM4600	Analysis of Film and Literature	3.0
PHL4300	Philosophy as a Way of Life	3.0

#### Total Credits

Major	130.5
General Education	66.0
Total	196.5
Clock Hours	3160







## Hotel Management Program Objectives

### Associate Degree

The Hotel Management program focuses on preparing students for management positions in hotels throughout the world.

Specialized classes will teach students the skills necessary to manage multi-faceted hotel operations, while general academic classes such as Composition, Cost Accounting, Supervision, Marketing, and Concept Development will develop students' critical thinking, problem solving, and communication abilities.

Courses such as Introduction to Hospitality, Front Office Management, Housekeeping, Introduction to Food and Beverage, and Meeting Planning are specifically designed to equip students with pertinent industry knowledge and the

managerial and administrative skills required to succeed in the growing hospitality field. Practical experience is achieved through on-the-job departmental training in hotels and resorts.

Upon successful completion of the associate degree program, students may seek entry-level positions in hotels, restaurants, convention facilities, or resorts. Possible positions include assistant front office manager, assistant food and beverage manager, housekeeping manager, event planner, or sales representative. Students may also pursue further study in the Bachelor of Science degree program.

### Course Requirements for Associate of Science Degree in Hotel Management

Major-Specific Courses		Credits	General Education Courses		Credits
HOSP1100	Introduction to Hospitality	1.5	CCS1100	First Year Freshman Seminar	2.0
FSM1100	Sanitation	1.5	CCS1110	Social Media and Technology	2.0
FSM2600	Purchasing and Cost Controls	1.5	ENG1300	English Composition	2.0
HMGT2400	Hospitality Facilities Management	1.5	MTH1200	College Math	2.0
HMGT1200	Guest Services for Hospitality Professionals	1.5	CCS1300	Strategies for Success	3.0
BEV2500	Wines: Grapes and Varietals	1.5	CCS2410	Public Speaking	3.0
EEP2600	Meetings and Events	1.5	CCS2510	Personal Finance and Investments	2.0
BEV2410	Responsible Beverage Service	1.5	LAW1300	American Courts and Legal Systems	3.0
BEV1100	Bartending	1.5	HIS2400	Philadelphia and American Independence	2.0
DROP2500	Dining Room Operations	3.5	LEAD2400	The Leading Supervisor	3.0
CUL1120	Culinary for Hospitality Professionals 1	2.0	HUM2600	Understanding World Cultures	2.0
CUL1121	Culinary for Hospitality Professionals 2	2.0	PSY1200	Exploring Psychology	3.0
HOPS1200	Hospitality Operations 1	7.5	SCI2600	Nutrition for a Healthy Life	3.0
HOPS1300	Hospitality Operations 2	7.5	HUM2620	Culture of Florida and the Bahamas	1.0
HOPS2400	Hospitality Operations 3	7.5			
HOPS2500	Hospitality Operations 4	7.5			
HOPS2600	Hospitality Operations 5	7.5			
STC2650	Management Tour of Florida and the Bahamas	2.5			
PAS2401	Pastry for Hospitality Professionals 1	2.0			
PAS2402	Pastry for Hospitality Professionals 2	2.0			
RMGT1200	Tableside Presentations	1.5			
			<b>Total Credits</b>		
			Major		66.5
			General Education		33.0
			Total		99.5
			Clock Hours		1515





## Bachelor of Science Degree

The Bachelor of Science degree program in Hotel Management prepares students for management careers in hotels, resorts, restaurants, and other hospitality operations.

Associate-level courses such as Introduction to Hospitality, Front Office Management, and Hospitality Marketing are specifically designed to equip students with the basic industry knowledge and managerial and administrative skills required to succeed in the hospitality field. Upper-level courses expand on this knowledge by addressing specific issues such as Human Resources in the

Hospitality Industry, Risk Management, Diversity, and Leadership. Practical experience is achieved through on-the-job departmental training in hotels and resorts.

Upon successful completion of the program, students may pursue management careers in the hospitality field as assistant department managers or department managers in hotels, restaurants, resorts, or convention facilities, or as meeting planners, Sales representatives, or foodservice supervisors.

## Course Requirements for Bachelor of Science Degree in Hotel Management

*Students must enter the Bachelor of Science degree program with an Associate Of Science or Associate of Arts in the Major to which they are matriculating.*

Major-Specific Courses		Credits	Major-Specific Courses		Credits
HMG3100	Executive Housekeeping Operations	1.5	HMAR4600	Hotel Management Analytical Research	2.0
HMG3110	Principles of Hotel Management	1.5	EI3200	Experiential Immersion 1	2.0
MGT3210	Managing Front Office Operations	1.5	EI3300	Experiential Immersion 2	2.0
EEP3100	Event and Entertainment Planning	1.5	STC4600	Hospitality Tour of England	2.5
MGT3300	Human Resource Management	1.5	INTHM3100	Hotel Management Internship	5.0
HMG3300	Hospitality Information Management Systems	1.5	INTHM3200	Hotel Management Internship	5.0
EEP3300	Convention Service and Sales	1.5	INTHM3300	Hotel Management Internship	5.0
MGT4400	Marketing for Hospitality Professionals	1.5	INTHM4400	Hotel Management Internship	5.0
TTM4100	Travel and Tourism	1.5	INTHM4500	Hotel Management Internship	5.0
TTM4110	Resort Management	1.5	INTHM4600	Hotel Management Internship	5.0
HOSP4520	Hospitality Accounting and Revenue Management	1.5	ACC3120	Introductory Hospitality Accounting	1.5
HOSP4530	Hospitality Management Strategies and Logistics	1.5	HMG4540	Lodging Development Investment and Finance	1.5
HMG3220	Casino Organization and Culture	1.5	HOSP3110	Risk Management in Hospitality	1.5
HMAR4500	Hotel Management Analytical Research Prep	2.0			

### General Education Courses Credits

PSY3100	Communication and Interpersonal Relationships	3.0
HUM4100	Community Engagement and Accountability	2.0
SCI3200	Advanced Nutrition	2.0
HUM4610	Culture of England	2.0
PHL3300	Ethics	2.0
PSY3300	Critical Thinking and Psychology	3.0
LEAD4400	Leadership	3.0
SOC4400	Current Issues in Society	3.0
HUM4500	Sustainability in Life and Work	2.0
SOC4500	Sociology of Popular Culture	3.0
HIS4600	Perspectives on Contemporary Civilization	2.0
HUM4600	Analysis of Film and Literature	3.0
PHL4300	Philosophy as a Way of Life	3.0

### Total Credits

Major	131.0
General Education	66.0
Total	197.0
Clock Hours	3225

# Leadership



# Course Descriptions

## Culinary Arts Courses

### Culinary Techniques

#### CUL1130

##### 1.5 Credits

Like any fine art, great cooking requires knowledge and understanding of basic principles. Essential to the development of the culinary professional is awareness of the fundamental skills that define a skilled technician. Through lecture and demonstration, this course introduces the culinary arts student to the necessary fundamental traits and technical knowledge that define the culinary professional.

### Sanitation

#### FSM1100

##### 1.5 Credits

Providing consumers with safe food is one of the most important responsibilities of the foodservice professional. Developing an understanding of what causes foodborne illnesses and the steps that can be taken to prevent them is critical to controlling outbreaks. Doing so will help keep your customers, staff, and foodservice organization safe.

### Culinary for Hospitality Professionals 1

#### CUL1120

##### 2.0 Credits

This course introduces students to working in a professional kitchen environment. It develops the foundational skills that are critical to success in foodservice occupations. Correct safe usage of kitchen equipment is practiced, with a focus on developing effective kitchen skills through the preparation of stocks, soups, and sauces. Proper knife handling and cutting techniques are a key focus of the course. The course also ensures student understanding and execution of sanitary preparation of food in a commercial operation, ensuring students can provide safe food in a professional kitchen throughout the flow of food.

### CURRICULUM KEY

#### Course Abbreviations

ACC	Accounting
BEV	Beverage Management
CCS	College and Career Success
COPS	Culinary Operations
CPP	Culinary Proficiency Preparation
CUL	Culinary Arts
DROP	Dining Room Operations
EEP	Event and Entertainment Planning
EI	Experiential Immersion
ENG	English
FSM	Foodservice Management
HIS	History
HMAR	Hotel Management Analytical Research
HMGT	Hotel Management
HOPS	Hospitality Operations
HOSP	Hospitality Management
HUM	Humanities
INTC	Internship-Culinary Arts
INTHM	Internship-Hotel Management
INTP	Internship-Pastry Arts
INTR	Internship-Restaurant Management
LAW	Law
LEAD	Leadership
MGT	Management
MTH	Math
PAS	Pastry Arts
PHL	Philosophy
POPS	Pastry Operations
PPP	Pastry Proficiency Preparation
PSY	Psychology
RMGT	Restaurant Management
RMOP	Restaurant Management Operations
SCI	Science
SOC	Sociology
STC	Study Tour Course
TTM	Travel-Tourism Management

### Course Numbers

Course numbers reflect the scope of the courses and the level of difficulty of skills and concepts covered. Prerequisites are noted following the course descriptions.



## Culinary for Hospitality Professionals 2

### CUL1121

#### 2.0 Credits

A companion course to CUL1120, Culinary for Hospitality Professionals 2 introduces students to working in a safe and sanitary professional kitchen environment. It continues to support the development of necessary foundational skills that are critical to success in foodservice occupations. Skills are practiced via the preparation of vegetables, starches, and a variety of proteins. The development of the skills introduced and practiced in CUL1120 and CUL1121 are essential to the success of foodservice professionals throughout their careers.

## Cold Pantry

### CUL1220

#### 2.0 Credits

This hands-on supervised lab course introduces students to the preparation and production associated with the cold pantry and Garde Manger, the station that often creates the guests' initial impression of the menu and food. Students rotate through stations, gaining an understanding of the ingredients utilized and also applying the techniques and skills associated with production methods for cold food items, including salads, cold sauces, pickles, condiments, appetizers, and hors d'oeuvres. Additionally, students will gain an understanding of effective cross-utilization of product throughout a foodservice operation.

## Garde Manger

### CUL1221

#### 2.0 Credits

A companion course to CUL1220, Garde Manger, a historical term referring to the chef who "guards" a place in the kitchen where cold foods are kept, utilizes products and skills learned in Cold Pantry (CUL1220). The Garde Manger position in the foodservice operation is responsible for the production of charcuterie, salads, hors d'oeuvres, and appetizers, all of which will be introduced and practiced as a part of this course. Students rotate through various stations of the cold kitchen, preparing foods for tasting, presentation, and discussion.

## Meat and Seafood Identification

### CUL1330

#### 2.0 Credits

Proteins account for a large percentage of food purchased, prepared, and sold in commercial foodservice organizations. This course provides students with an introduction to meat, seafood, and other proteins. Students learn the origins of different cuts, how they are fabricated, and proper cooking techniques for each category. In this supervised, production-focused lab course, students rotate through a variety of stations, practicing the preparation of each of these proteins.

## Culinary Classics

### CUL1331

#### 2.0 Credits

A companion course to CUL1330, students will begin to build a repertoire of recipes and foundational dishes from which they can create a variety of new items. The term "classic" often implies the original or best of its kind. In culinary arts, one cannot help but turn to dishes from classic French cuisine to find a version of dishes that were, and still are, considered excellent. Students will study and practice the techniques used to produce a variety of dishes using the proteins practiced on in CUL1331, providing them with a sound technical foundation for recipe development.

## Foundations in Soups and Sauces

### CUL2420

#### 2.0 Credits

This hands-on supervised lab course prepares students to efficiently produce soups and sauces utilizing a variety of ingredients, including student-produced brown, white, and fish stocks. Students rotate through three stations, gaining an understanding of the ingredients utilized and also applying the techniques and skills associated with production methods for stocks, broth, and thickened and cream-based soups, as well as the five mother sauces. Students will explore variations of soups and sauces that can be produced utilizing soup and sauce bases.



## Pastry for Hospitality Professionals 1

### PAS2401

#### 2.0 Credits

In many restaurants and foodservice operations, the production and presentation of sweet desserts and savory baked goods will fall under the role of the culinary professionals. This course takes place in a hands-on environment, where students will work with traditionally used pastry doughs and creams to create a variety of pies, tarts, eclairs, and other pastries. In addition, students will be introduced to professional bread making concepts and techniques and will utilize these concepts to produce a variety of bread styles.

## Pastry for Hospitality Professionals 2

### PAS2402

#### 2.0 Credits

A companion course to PAS2401, Pastry for Professionals 2 introduces students to the essential skills required for producing cakes, ranging from the simple creamed cake to the delicate and classic genoise. These foundational skills will allow students to develop the technical concepts of baking, assembly, icings, and decorating techniques. By developing cakes, constructive critiques, and open discussion, students will learn that each component serves a special purpose and how each functions within the final product and plated dessert presentation.

## Vegetable and Starch Preparations

### CUL2510

#### 2.0 Credits

Vegetables and starches are starting to play an important role in menu compositions. As more consumers develop a higher-level awareness of non-meat options, having a wide variety of vegetables, grains, and starches on hand is vital to the successful execution of the menu in foodservice operations. This course exposes the culinary student to the effective and efficient production of a variety of vegetables, grains, and pasta that can serve as accompaniments or main dishes on a contemporary menu.

## Contemporary Dishes CUL2511

#### 2.0 Credits

This hands-on supervised lab course prepares students to efficiently prepare cost-sensitive proteins. Students produce contemporary dishes utilizing proteins that require careful fabrication and waste controls due to the high costs. Introduction to a variety of proteins and appropriate cooking methods of each will be explored. Students will practice menu pricing based on effective costing techniques. A proficiency is required that will allow the students to utilize the practiced techniques in a creative, cost-effective, and efficient manner.

## Purchasing and Cost Controls FSM2600

#### 1.5 Credits

Controlling costs is the number one challenge for all chefs and hospitality managers. In this course, students learn the ins and outs of the cost control process, by developing and analyzing methods for food costs, inventory, budgets, and labor expenses. Students will also study the importance of maintaining proper purchasing, receiving, storing, and portion control.

## Culinary Proficiency Preparation CPP2600

#### 2.0 Credits

As the capstone course of the Culinary Arts associate degree program, Culinary Proficiency Preparation links together all coursework. Students formalize their understanding of how a foodservice operation is run in a planned, cost-effective, and efficient manner. Students will work with all of the products they have been exposed to throughout the program, in preparation for their final proficiency examinations.

## Wines: Grapes and Varietals BEV2520

#### 1.5 Credits

An introductory course on the world of wines, this course will introduce culinary, pastry, and hospitality students

to the fundamentals of vinification, viticulture, grape varieties, and the major wine styles. Students will explore the multitude of varieties of wines and wine cultures as well as begin to understand the importance of wine as it relates to food. Students will explore the essentials associated with wine and food pairings.

### **Gastronomic Tour of France** **STC2610**

#### **2.5 Credits**

This immersive learning course takes place entirely in France, where students will be exposed to the wines, gastronomy, and cultures of France while engaging in professional tours of hospitality operations. They will observe and experience hospitality, gastronomy, and viniculture from industry professionals. Students will take a multi-day tour of a variety of first-rate hospitality outlets, examine their operations, and complete a personal review of tourism and how it impacts the hospitality industry of France.

### **Culinary Operations 1** **COPS1200**

#### **7.5 Credits**

A companion course to COPS1300, COPS2400, and COPS2600, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

### **Culinary Operations 2** **COPS1300**

#### **7.5 Credits**

A companion course to COPS1200, COPS2400, and COPS2600, this practical,

hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

### **Culinary Operations 3** **COPS2400**

#### **7.5 Credits**

A companion course to COPS1200, COPS1300, and COPS2600, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional, marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

### **Culinary Operations 4** **COPS2600**

#### **7.5 Credits**

A companion course to COPS1200, COPS1300, and COPS2400, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of back-of-the-house (BOH) restaurant operations, focusing on one of the key areas of breakfast/brunch, lunch, and dinner food production and turnout. Students will rotate through institutional,



marketplace, casual, and upscale kitchens, gaining an understanding of cost-effective food production and service. They refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

### **Dining Room Operations DROPS1100**

#### **3.5 Credits**

Equally as important to food production and preparation in a restaurant is the food delivery and guest service associated with hospitality. This practical, hands-on course is held in the College's open-to-the-public restaurants. Students explore the essentials of dining room service, focusing on the key areas of hosting, bartending, and service as a front- and back-server. Students will develop an understanding of each role and its importance in successful dining room operations, and they will also practice the skills, techniques, and attitudes required for each role.

### **MANAGEMENT ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

#### **Retail Product Development CUL3130**

##### **2.5 Credits**

Students will design their own food-based product and perform market research, plan, draft recipes, produce, design packaging, market, and advertise the product. They will then conduct market research by presenting samples of their product to the general Walnut Hill College student body.

#### **Italian Rustica and Modern Spanish Cuisine CUL3140**

##### **2.0 Credits**

The development of world cuisine is a direct result of topography, location, climate, and cultural influence. This hands-on course offers the students practical exposure and historical insight to the regional cuisines of Italy and Spain. As the particular aspects of regional

ingredients and traditional cooking techniques are discovered, a rich source of inspiration is cultivated in future culinary professionals.

#### **Contemporary Plating and Arrangements CUL3150**

##### **2.0 Credits**

Plate arrangements and plate decoration are essential skills for a chef. It is no longer enough for the food to taste good. Taste or anticipation of taste is what makes the food experience memorable. The tools necessary for this transition are taught in this course, including the basic principles of plate presentation, from classical to contemporary. The exercises are project-oriented, using a variety of sauces, garnishes, and design elements.

#### **Canning and Jarring CUL3230**

##### **2.5 Credits**

Prepared foods for later use is an important concept for culinary professionals to understand and practice. The process of pickling, preserving, and cheese making are all practiced in this course. These processes allow restaurants to create additional revenue streams, as canned, jarred, and preserved items can be both held for use in a restaurant and sold in a marketplace. Comprehending the preparation techniques as well as the marketing aspects associated with selling products allows for greater revenue generation and profitability.

#### **New Style and Country Cuisine CUL3240**

##### **2.0 Credits**

The study of French cuisine reveals rich layers of history from a culinary perspective. One of the most relevant culinary periods to explore is nouvelle ("new") cuisine. This new French cuisine sought to improve upon the classic historical basis from which chefs worked, by altering techniques and food values. By turning to the regional dishes of

the countryside and embracing what came to be known as cuisine gran mere, nouvelle chefs highlight the simple but elegant foods of the countryside through clean techniques and lighter flavors.

### **Taste Flavors and Devils Food CUL3250**

#### **2.0 Credits**

One of a chef's most important tools is his or her palate. Exposure to tastes and flavors is vital to understanding how to utilize spices effectively. Students will be exposed to the world of flavors and taste sensations. While exploring the physiology of taste and the relationship between flavors that create a finished dish, students are guided to develop a pronounced sense of flavor and sensual perception.

### **Menu Planning FSM4400**

#### **1.5 Credits**

The first of five companion courses (MGT4400, HOSP4510, CUL3330, HOSP4610), this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the centerpiece of the restaurant, supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the foodservice industry, in order to recognize the relationship between the menu and operational success. Students will work in teams to design cost-effective and balanced menus.

### **Charcuterie CUL4430**

#### **2.5 Credits**

Students expand their knowledge of charcuterie, or the art of preparing and assembling cured meats and other meat products. They can expect to develop skills associated with many varieties of charcuterie, including sausages, terrines, salami, confits, and dry-cured products, and to gain an understanding of accompaniments to charcuterie, such as sauces, toast, and cheeses. Presentation of

charcuterie will also be explored, with students creating charcuterie plates, boards, and platters for presentation to guests.

### **The Chef's Palate CUL3320**

#### **2.0 Credits**

As the perfect segue from the "Culinary Taste" block, this course leads the student through a seasonal exploration of clearly defined groups of foods that are The Chef's Palate. Each section will commence with a guided discussion that will explore the individual nuances that each element brings to the culinarian, with suggestions that will exemplify each element's particular traits and flavor profile. This is then followed by the student creation of menu items that will showcase these traits as they would appear in a restaurant setting.

### **American Road Food: Cuisine of the Americas CUL4550**

#### **2.0 Credits**

This course explores American national cuisine using a region-by-region format. Students will investigate the indigenous ingredients, cooking techniques, and international influences of each distinct geographic region of The United States. Students will prepare many traditional and modern recipes from multiple regions that define the melting pot of American cuisine.

### **Hospitality Design HOSP4510**

#### **1.5 Credits**

The fourth in a series of five companion courses (MGT4400, CUL3330, HOSP4610, FSM4400), Hospitality Design incorporates information from lectures, strategic planning activities, and action plan development from prior courses to complete the implementation and execution of a practical management experience in a college-run facility. Students focus on the analysis of three key data points: guest surveys, financial data, and employee feedback. Utilizing real-time data from the operation, students evaluate reports and recommend courses of action to be taken to improve overall operational results. As recommendations are implemented weekly, students review the ongoing effects of their decision making.



## Marketing for Hospitality Professionals

### MGT4400

#### 1.5 Credits

The third in a series of five companion courses (HOSP4510, CUL3330, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learned concepts and theories to launch a marketing plan for the College's open-to-the-public restaurants, where the students' designed menu will be presented during the following term.

## Retail Foods of the Future: My Test Kitchen

### CUL3330

#### 2.5 Credits

In the second in a series of five companion courses (MGT4400, HOSP4510, HOSP4610, FSM4400), students test recipes for menu items that were previously composed and costed by students as a part of their Menu Planning course. After writing menus for use in foodservice organizations, how do we ensure their consistent quality? How can we be sure they are profitable? These are essential questions that are vital to the success of any foodservice organization. In this class, we explore one of the most critical activities within successful foodservice organizations: developing and testing recipes for both production and financial purposes.

## Modernist Cuisine

### CUL4440

#### 2.0 Credits

In the middle 1980s, various culinary trends were set into motion that would lead to what we now call "modernist cuisine". Best described as a departure

from the established nouvelle, classic, and regional cuisines, modernist cuisine follows a path of relentless innovation, striving to create a new dialogue with the client. In this course, we will explore the theory and techniques of modernist cuisine and apply them to create customized dishes reflecting this modernist stance toward gastronomy.

## Emerging World and Nordic Cuisine

### CUL4530

#### 2.5 Credits

The study of regional cuisine is essential for the developing culinarian. Globalism has brought a wide variety of regional cuisines to the mainstream. This course focuses on cuisines from a variety of regions that have emerged on the global gastronomic scene in recent history. This course will touch on Scandinavian, African, South American, and Mexican cuisines, to name a few.

## Freestyle Cooking

### CUL4510

#### 2.0 Credits

In this exciting course, students will be challenged to create an amuse bouche, an appetizer, and an entrée from a weekly "market basket". By designing dishes based on a variety of themes, the culinarian is challenged to utilize their knowledge and create marketable dishes for an upscale restaurant. Dishes are prepared and presented to the group for tasting and discussion. Students will reflect upon their work by submitting a weekly reflective assessment and peer evaluation of a colleague's dish.

## Amuse Bouche, Mise En Bouche, Verrine

### CUL4450

#### 2.0 Credits

First impressions often mean everything to guests. Pre-starter courses do more than immediately satisfy a hungry guest. They stimulate interest and create anticipation for the meal to come. In some cases, the amuse bouche has become so popular that diners

request multi-course tasting menus! There is no question that hors d'oeuvres offer the professional chef an opportunity to develop creative items in a variety of forms. As a part of this course, students will explore the many options for these starters and gain an understanding of how they can improve cross-utilization and overall cost effectiveness.

## **Nutritive Cooking**

### **CUL4620**

#### **2.5 Credits**

Vegetarian eating has been around for as long as man, but it was not until the twentieth century, with the advent of nutritional research, that the actual preparation of vegetarian food became important. In this course, we will examine what drives vegetarian and vegan styles of eating, analyze the philosophies behind creating balanced plant-based meals, and demonstrate how to create delicious, nutritious meals.

## **Contemporary Plated Desserts**

### **PAS4611**

#### **2.0 Credits**

This course is the final piece in the puzzle of the culinarian's pastry and dessert development. In this hands-on lab course, students will further develop and apply techniques previously learned, in order to produce professional bakery-quality tarts and tortes and learn how these can be transferred into plated dessert form. Students will hone their ability to create mousse as well as frozen desserts, including ice cream and sorbet. In addition, more elaborate garnishing and saucing techniques will be covered and directly applied to create complex, elegant plated desserts.

## **Hospitality Operations and Assessment**

### **HOSP4610**

#### **3.0 Credits**

The fifth and final in a series of companion courses (MGT4400, HOSP4510, CUL3330, FSM4400), Hospitality Operations and Assessment finds students in their capstone course in which they lead and

manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories, and a variety of checklists to support the operations of the College's open-to-the-public restaurants.

## **Experiential Immersion 1**

### **EI3200**

#### **2.0 Credits**

Baccalaureate degree students will be scheduled to complete two Experiential Immersion (EI) courses during their degree program (EI3200 and EI3300). These courses provide an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## **Experiential Immersion 2**

### **EI3300**

#### **2.0 Credits**

Along with its companion course EI3200, the Experiential Immersion 2 course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## **Hospitality Tour of England**

### **STC4600**

#### **2.5 Credits**

At the culmination of its companion course, The Culture of England, which is designed to provide students with an understanding of the cultures of the United Kingdom, with



a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersive learning experience in the United Kingdom. Students will tour a variety of unique and first-rate hospitality outlets, learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants, upscale pastry shops, and, of course, the traditional pubs. The focus of the course is on the concept of "hospitality". Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

### **Contemporary Asian Cuisine CUL4630**

#### **2.0 Credits**

Building on the repertoire of global cuisines, students explore Asian cuisine as a part of this course. This course focuses on regional cuisines from a variety Asian nations that have emerged on the global gastronomic scene in recent history. This course will focus on China, Japan, and India, while highlighting other Asian cuisines.

### **Culinary Arts Internship INTC3210**

#### **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with in-house catering and banquets, including exposure to banquet event ordering and production sheets.

### **Culinary Arts Internship INTC3310**

#### **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, focused on the set up, break down, and execution of various stations.

### **Culinary Arts Internship INTC4410**

#### **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, focused on the leading service at various stations.

### **Culinary Arts Internship INTC4510**

#### **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, shadowing the chef de partie/sous chef and gaining an understanding of managerial duties, including receiving and storage, ordering and inventory, scheduling, and expediting of orders.

### **Introductory Hospitality Accounting ACC3120**

#### **1.5 Credits**

Hospitality chefs and managers must have a working understanding of accounting principles in order to operate successful, profitable businesses. Students explore the world of hospitality finance and accounting by practicing journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Additionally, students will apply the information from financial statements during the forecasting and budgeting process and be able to analyze business statements, making recommendations for areas of concern.

## Pastry Arts Courses ASSOCIATE OF SCIENCE DEGREE PROGRAMS

### Sanitation

#### FSM1100

##### 1.5 Credits

Providing consumers with safe food is one of the most important responsibilities of the foodservice professional. Developing an understanding of what causes foodborne illnesses and the steps that can be taken to prevent them is critical to controlling outbreaks. Doing so will help keep your customers, staff, and foodservice organization safe.

### Pastry Techniques

#### PAS1120

##### 2.5 Credits

Successfully mastering dough making requires the knowledge of a variety of specialized techniques. Proficiency in this area is critical for the professional pastry chef. This introductory lab class will expose students to the essential techniques for pastry dough production. Students will learn to utilize the skills necessary for developing specialty doughs such as pâte sucrée, pâte brisée, puff pastry, and pâte à choux.

### Culinary for Hospitality Professionals 1

#### CUL1120

##### 2.0 Credits

This course introduces students to working in a professional kitchen environment. It develops the foundational skills that are critical to success in foodservice occupations. Correct safe usage of kitchen equipment is practiced, with a focus on developing effective kitchen skills through the preparation of stocks, soups, and sauces. Proper knife handling and cutting techniques are a key focus of the course. The course also ensures student understanding and execution of sanitary preparation of food in a commercial operation, ensuring students can provide safe food in a professional kitchen throughout the flow of food.

### Culinary for Hospitality Professionals 2

#### CUL1121

##### 2.0 Credits

A companion course to CUL1120, Culinary for Hospitality Professionals 2 introduces students to working in a safe and sanitary professional kitchen environment. It continues to support the development of necessary foundational skills that are critical to success in foodservice occupations. Skills are practiced via the preparation of vegetables, starches, and a variety of proteins. The development of the skills introduced and practiced in CUL1120 and CUL1121 are essential to the success of foodservice professionals throughout their careers.

### Professional Bread Baking

#### PAS1200

##### 2.0 Credits

In this hands-on supervised lab course, students are introduced to professional methods of producing bread. Beginning with the basic ingredients of all breads—flour, yeast, and water—students will gain an understanding of and practice every step involved in the breadmaking process, including mixing, kneading, scaling, shaping, proofing, scoring, and baking. Additionally, students will gain an understanding of ingredient calculations, proper baking temperatures, and how and when to use different types of yeast and starters.

### Cake Baking and Decorating

#### PAS1201

##### 2.0 Credits

This course teaches the skills required for producing cakes, ranging from the simple creamed cake to the delicate and classic genoise. With this foundation in place, the students will gain the technical understanding of baking, assembly, icings, and decorating techniques. By developing and assembling cakes and producing daily turnouts, students will learn how each component serves a special purpose and how each component functions within the final product.



## Advanced Baking Science PAS1310

### 1.5 Credits

In this lecture class, students will continue to develop a strong foundation in the science of baking and numerous essential pastry ingredients. Dairy products, including egg and milk products, are discussed from farm to application. Lipids and fats in various forms, including oils, plant-based fats, and animal-based fats, are explored. Flavorings from fresh fruits, natural and artificial flavors, and chocolate are emphasized as core ingredients that give products their special and unique flavor profiles. A discussion on today's food culture wouldn't be complete without covering various specialty diets, including gluten-free, vegan, and other healthy diets.

## Custards, Mousses and Frozen Desserts

### PAS1320

### 2.0 Credits

This course focuses on professional dessert presentations by practicing both classic and modern techniques of making mousses, custards, ice creams, and sorbets. The students will study the theory and applications necessary to prepare these light desserts; the science and effects of egg coagulation; ice crystallization; and gelatin on liquids and fats in a hands-on situation. In addition, students will be guided through the current application of fruit cookery and dessert sauces.

## Chocolate and Confections PAS1321

### 2.0 Credits

In this hands-on lab class, students will discover the universal appeal and application of chocolate. They should be able to correctly temper chocolate and create filled candies, truffles, and garnishes. This course will also introduce the fundamentals of working with sugar both to create various candy confections and to garnish plated desserts.

## Advanced Pastry Decorations PAS2510

### 2.0 Credits

This course teaches the skills required to produce decorated cakes and petit fours using various techniques and styles. Students will be introduced to new media and hone their piping and baking techniques.

## Purchasing and Cost Controls FSM2600

### 1.5 Credits

Controlling costs is the number one challenge for all chefs and hospitality managers. In this course, students learn the ins and outs of the cost control process, by developing and analyzing methods for food costs, inventory, budgets, and labor expenses. Students will also study the importance of maintaining proper purchasing, receiving, storing, and portion control.

## European Tortes and Gateaux PAS2520

### 2.0 Credits

In this class, students will be exposed to the various traditional cakes and pastries of Europe. Focusing on technique, students will learn to properly handle nuts and meringues to create cakes such as the Sacher Torte and Concord cake. Students will also refine their decorating skills using French buttercream and chocolate writing to execute nut sponge tortes in the classic European style.

## Wedding Cakes PAS2521

### 2.0 Credits

This course is focused on the demonstration and practice of the various techniques used in making traditional wedding cakes. Students will be exposed to a variety of styles before designing and executing their own creation. Techniques include rolled fondant, royal icing piping, pastillage, cocoa painting, and gum paste flower creation.

## Wines: Grapes and Varietals BEV2520

### 1.5 Credits

An introductory course on the world of wines, this course will introduce culinary, pastry, and hospitality students to the fundamentals of vinification, viticulture, grape varieties, and the major wine styles. Students will explore the multitude of varieties of wines and wine cultures as well as begin to understand the importance of wine as it relates to food. Students will explore the essentials associated with wine and food pairings.

## Pastry Plating and Presentation POP2510

### 3.5 Credits

Students employ the skills developed in the Pastry Operations course and other courses as they complete this course in the College's open-to-the-public restaurants. Students learn the role of a pantry chef, who is commonly responsible for cold food preparation as well as plated dessert turnout.

## Pastry Proficiency Preparation PPP2600

### 2.0 Credits

This course will allow students to apply core skills and showcase their talents developed throughout their associate program. Students will develop an action plan and then utilize learned techniques to show competency in previously completed curricula. By completing the exercises in this course, students will be given the opportunity to review, practice, and show aptitude in both knowledge and skills obtained throughout their course program, while also preparing for proficiency exams.

## Gastronomic Tour of France STC2610

### 2.5 Credits

This immersive learning course takes place entirely in France, where students will be exposed to the wines, gastronomy, and cultures of France while engaging in professional tours of hospitality operations. They will observe and experience hospitality, gastronomy, and viniculture from industry professionals. Students will take a multi-day tour of a variety of first-rate hospitality outlets, examine their operations, and complete a personal review of tourism and how it impacts the hospitality industry of France.

## Pastry Operations 1 POPS1100

### 5.0 Credits

A companion course to POPS1200, POPS1300, POPS2400, POPS2500, and POPS2600, this practical, hands-on course is held in the College's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this

course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

## Pastry Operations 2 POPS1200

### 5.0 Credits

A companion course to POPS1100, POPS1300, POPS2400, POPS2500, and POPS2600, this practical, hands-on course is held in the College's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

## Pastry Operations 3 POPS1300

### 5.0 Credits

A companion course to POPS1100, POPS1200, POPS2400, POPS2500, and POPS2600, this practical, hands-on course is held in the College's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course



emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

### **Pastry Operations 4 POPS2400**

#### **5.0 Credits**

A companion course to POPS1100, POPS1200, POPS1300, POPS2500, and POPS2600, this practical, hands-on course is held in the College's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. Focus is on production applications, organization systems, and quality, allowing students to enhance their understanding of how to meet the challenges of pastry operations. Students will rotate through institutional dessert kitchens, gaining an understanding of cost-effective dessert production and service. They will refine their understanding of each position and its importance in successful bakery and restaurant operations, developing the skills, techniques, and attitudes required to successfully complete all tasks associated with each position.

### **Pastry Operations 5 POPS2500**

#### **5.0 Credits**

A companion course to POPS1100, POPS1200, POPS1300, POPS2400, and POPS2600, this practical, hands-on course is held in the College's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry

preparation and applications, this course emphasizes important concepts used in a bakery. As students continue to focus on production applications, organization systems, and quality, students begin to utilize managerial tools of a production kitchen and develop supervisory kitchen skills. They continue to refine their understanding of each position and how it is managed.

### **Pastry Operations 6 POPS2600**

#### **5.0 Credits**

A companion course to POPS1100, POPS1200, POPS1300, POPS2400, and POPS2500, this practical, hands-on course is held in the College's production classroom for its open-to-the-public restaurants and pastry shop. Through active participation in organized pastry preparation and applications, this course emphasizes important concepts used in a bakery. As students continue to focus on production applications, organization systems, and quality, students begin to utilize managerial tools of a production kitchen and develop supervisory kitchen skills. They continue to refine their understanding of each position and how it is managed, ultimately preparing them to be pastry chefs.

## **BACHELOR OF SCIENCE DEGREE PROGRAMS**

### **Artisan Breads 1 PAS3100**

#### **2.0 Credits**

This course, along with its companion course, PAS3110, provides students with an intensive investigation of the ingredients and handling techniques involved in producing artisan breads. Students will work with a variety of pre-fermentation types from around the world, developing numerous types of artisan pre-ferments used to create complex flavor profiles. Students will create from scratch and develop throughout the course a traditional sourdough starter and then utilize it in a final bread presentation. By utilizing different bread production techniques, students will develop a strong foundation of breads and their nuances.

**Artisan Breads 2****PAS3110****2.0 Credits**

This course, along with its companion course, PAS3100, provides students with an intensive investigation of the ingredients and handling techniques involved in producing artisan breads. Students will work with a variety of pre-fermentation types from around the world, developing numerous types of artisan pre-ferments used to create complex flavor profiles. Students will create from scratch and develop throughout the course a traditional sourdough starter and then utilize it in a final bread presentation, creating an artisan bread showpiece for display.

**Art and Presentation****CUL3120****2.0 Credits**

Plate arrangements and plate decoration are essential skills for a chef. It is no longer enough for the food to taste good. Taste or anticipation of taste is what makes the food experience memorable. The tools necessary for this transition are taught in this course, including the basic principles of plate presentation, from classical to contemporary. The exercises are project-oriented, using a variety of sauces, garnishes, and design elements.

**Advanced Boulangerie 1****PAS3200****2.0 Credits**

This course is an in-depth study of the specific procedures for working with various specialized doughs. As with its companion course, PAS3210, students are exposed to laminated doughs, such as croissant, Danish, puff pastry, and phyllo dough, as well as various fried doughs and sweet pastas. Students will learn the theory, required techniques, and classic presentations for these and other complex and delicate ethnic creations. Students will become familiar with and be able to produce tasteful, quality products using the various specialized doughs discussed throughout this course.

**Advanced Boulangerie 2****PAS3210****2.0 Credits**

This course is an in-depth study of the specific procedures for working with various specialized doughs. As with its companion course, PAS3200, students are exposed to laminated doughs, such as croissant, Danish, puff pastry, and phyllo dough, as well as various fried doughs and sweet pastas. Students will learn the theory, required techniques, and classic presentations for these and other complex and delicate ethnic creations. Students will become familiar with and be able to produce tasteful, quality products using the various specialized doughs discussed throughout this course. Students will be able to work with and produce bakery-quality products as well as develop a bakery menu.

**Menu Planning****FSM4400****1.5 Credits**

The first of five companion courses (MGT4400, HOSP4510, CUL3330, HOSP4610), this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the centerpiece of the restaurant, supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the foodservice industry, in order to recognize the relationship between the menu and operational success. Students will work in teams to design cost-effective and balanced menus.

**Contemporary Dessert Styling****PAS3300****2.0 Credits**

This course is designed for students to investigate classic desserts and contemporize them with an upscale flair. Students will research and develop their own recipes. Each week, students will prepare a modern version of old favorites, composing desserts using classic themes with a modern twist. Use of exotic flavors and unique shapes and components is expected while creating various presentation styles.



## Celebration Cakes 1

### PAS3310

#### 2.0 Credits

In this advanced cake design course, paired with its companion course PAS3320, students will continue to develop and refine their skills through the practice of both traditional and modern wedding and celebration cake designs. Artistic expression will also be central to the theme of the course. Students will work extensively with rolled fondant, gum paste, pastillage, airbrush painting, and alternative cake supports, utilizing these advanced techniques to execute a traditional and a modern cake.

## Celebration Cakes 2

### PAS3320

#### 2.0 Credits

In this advanced cake design course, paired with its companion course, PAS3310, students will continue to develop and refine their skills through the practice of both traditional and modern wedding and celebration cake designs. Artistic expression will also be central to the theme of the course. Students will work extensively with rolled fondant, gum paste, pastillage, airbrush painting, and alternative cake supports, utilizing these advanced techniques to execute a traditional and a modern cake. Ultimately, students will prepare a four-tiered rolled fondant wedding cake with royal icing decorations and gum paste flowers for presentation at a college-wide and community event.

## Hospitality Design

### HOSP4510

#### 1.5 Credits

The fourth in a series of five companion courses (MGT4400, CUL3330, HOSP4610, FSM4400), Hospitality Design incorporates information from lectures, strategic planning activities, and action plan development from prior courses to complete the implementation and execution of a practical management experience in a college-run facility. Students focus on the analysis of three key data points: guest

surveys, financial data, and employee feedback. Utilizing real-time data from the operation, students evaluate reports and recommend courses of action to be taken to improve overall operational results. As recommendations are implemented weekly, students review the ongoing effects of their decision making.

## Marketing for Hospitality Professionals

### MGT4400

#### 1.5 Credits

The third in a series of five companion courses (HOSP4510, CUL3330, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learned concepts and theories to launch a marketing plan for the College's open-to-the-public restaurants, where the students' designed menu will be presented during the following term.

## International Desserts

### PAS4400

#### 2.0 Credits

Students explore international cuisines, in particular desserts, while studying various cultures. Ranging from regional classics to seasonal favorites, a variety of ethnic desserts is studied and prepared, all while students look at the different international customs and traditions of baking. Through exposure to the ingredients and techniques specific to other cultures, students enhance their dessert plating skills while creating contemporary desserts influenced by the flavors of the world.

## The Art of the Chocolatier 1

### PAS4410

#### 2.0 Credits

During this chocolate-focused course and its companion course, PAS4420, students develop an in-depth understanding of chocolate production. Students learn proper melting (de-crystallizing) and tempering (crystallizing)

of chocolate. Through the study of various types of chocolate, students gain skills and techniques to work with chocolate, candy, decorations, and showpieces. Throughout the course, students practice their skills by creating nut pastes, marzipan, cream and butter ganache, piped truffles and coating, and molded chocolates.

### **The Art of the Chocolatier 2** **PAS4420**

#### **2.0 Credits**

During this chocolate-focused course and its companion course, PAS4410, students develop an in-depth understanding of chocolate production. Students learn proper melting (de-crystallizing) and tempering (crystallizing) of chocolate. Through the study of various types of chocolate, students gain skills and techniques to work with chocolate, candy, decorations, and showpieces. Throughout the course, students practice their skills by creating nut pastes, marzipan, cream and butter ganache, piped truffles and coating, and molded chocolates. The course culminates in the students' execution of a planned showpiece.

### **Pastry Freestyle 1** **PAS4510**

#### **2.0 Credits**

An extension of PAS4500, this course is designed to help students develop critical thinking skills in the kitchen. Students will utilize their knowledge and skills developed throughout their programs to create plated desserts and petit fours each week, utilizing a variety of ingredients. By the end of the course, students are challenged to think on their feet and create a menu that is skillful, delicious, and reflective of the theme of the ingredients provided to them in a mystery bin. Students will gain an appreciation for proper preparation, quick thinking, and creativity in the kitchen.

### **Pastry Freestyle 2** **PAS4510**

#### **2.0 Credits**

An extension of PAS4500, this course is designed to help students develop critical thinking skills in the kitchen. Students will utilize their knowledge and skills developed

throughout their programs to create plated desserts and petit fours each week, utilizing a variety of ingredients. By the end of the course, students are challenged to think on their feet and create a menu that is skillful, delicious, and reflective of the theme of the ingredients provided to them in a mystery bin. Students will gain an appreciation for proper preparation, quick thinking, and creativity in the kitchen.

### **Sugar Artistry** **PAS4600**

#### **2.0 Credits**

During this course focused on the utilization of sugar in the pastry kitchen, along with its companion course, PAS4610, students are introduced to the art of sugar work. Students will learn to properly cook, pour, pull, and blow sugar to create artistic showpieces. Design, layout, and color issues will also be covered. The students will work to develop skills that will enable them to produce artistic and technically sound showpieces.

### **Advanced Confections** **PAS4610**

#### **2.0 Credits**

During this course focused on the utilization of sugar in the pastry kitchen, along with its companion course, PAS4600, students are introduced to the art of sugar work. Students will learn to properly cook, pour, pull, and blow sugar to create artistic showpieces. Design, layout, and color issues will also be covered. The students will work to develop skills that will enable them to produce artistic and technically sound showpieces. The course culminates in the students' design and preparation of a showpiece that highlights skills in pastillage, casting sugar, pulled sugar, and blown sugar.

### **Hospitality Operations and Assessment** **HOSP4610**

#### **3.0 Credits**

The fifth and final in a series of companion courses (MGT4400, HOSP4510, CUL3330, FSM4400), Hospitality Operations and Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories, and a variety of checklists to support the operations of the College's open-to-the-public restaurants.



## Experiential Immersion 1 EI3200

### 2.0 Credits

Baccalaureate degree students will be scheduled to complete two Experiential Immersion (EI) courses during their degree program (EI3200 and EI3300). These courses provide an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## Experiential Immersion 2 EI3300

### 2.0 Credits

Along with its companion course EI3200, the Experiential Immersion 2 course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## Hospitality Tour of England STC4600

### 2.5 Credits

At the culmination of its companion course, The Culture of England, which is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersive learning experience in the United Kingdom. Students will tour of a variety of unique and first-rate hospitality outlets, learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants, upscale pastry shops,

and, of course, the traditional pubs. The focus of the course is on the concept of “hospitality”. Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

## Pastry Test Kitchen PAS3340

### 2.5 Credits

In the second in a series of companion courses (MGT4400, HOSP4510, HOSP4610, FSM4400), students test recipes for menu items that were previously composed and costed by students as a part of their Menu Planning course. After writing menus for use in foodservice organizations, how do we ensure their consistent quality? How can we be sure they are profitable? Answering these essential questions is vital to the success of any foodservice organization. In this class, we explore one of the most critical activities within successful foodservice organizations: developing and testing recipes for both production and financial purposes.

## Pastry Arts Internship INTP3100

### 3.0 Credits

The learning objective of this course is for students to perform all duties according to standards associated with production methods for cold food items, including salads, cold sauces, pickles, condiments, appetizers, and hors d'oeuvres. This includes handling ingredients and applying techniques and skills specific to cold food production.

## Pastry Arts Internship INTP3200

### 3.0 Credits

The learning objective of this course is for students to perform all duties according to standards associated with in-house bread production and savory pastries.

## Pastry Arts Internship INTP3300

### 3.0 Credits

The learning objective of this course is for students to perform all duties according to standards associated with in-house dessert preparation, including à la carte and banquet-style production.

## **Pastry Arts Internship** **INTP4400**

### **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, focusing on plating design and techniques associated with desserts.

## **Pastry Arts Internship** **INTP4500**

### **3.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with the back-of-the-house stations in a restaurant, shadowing the chef de partie/sous chef and gaining an understanding of managerial duties, including receiving and storage, ordering and inventory, scheduling, and expediting of orders.

## **Introductory Hospitality Accounting** **ACC3120**

### **1.5 Credits**

Hospitality chefs and managers must have a working understanding of accounting principles in order to operate successful, profitable businesses. Students explore the world of hospitality finance and accounting by practicing journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Additionally, students will apply the information from financial statements during the forecasting and budgeting process and be able to analyze business statements, making recommendations for areas of concern.

## **MANAGEMENT ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

## **Introduction to Hospitality** **HOSP1100**

### **1.5 Credits**

The hospitality industry is one of the modern world's fastest growing industries. This course looks at the various constituents and important aspects that govern this industry.

All hospitality students and professionals must have an understanding of the diverse and vast commercial operations that are crucial to local as well as global economies.

## **Sanitation** **FSM1100**

### **1.5 Credits**

Providing consumers with safe food is one of the most important responsibilities of the foodservice professional. Developing an understanding of what causes foodborne illnesses and the steps that can be taken to prevent them is critical to controlling outbreaks. Doing so will help keep your customers, staff, and foodservice organization safe.

## **Purchasing and Cost Controls** **FSM2600**

### **1.5 Credits**

Controlling costs is the number one challenge for all chefs and hospitality managers. In this course, students learn the ins and outs of the cost control process, by developing and analyzing methods for food costs, inventory, budgets, and labor expenses. Students will also study the importance of maintaining proper purchasing, receiving, storing, and portion control.

## **Hospitality Facilities Management** **HMGT2400**

### **1.5 Credits**

This course will provide a basic understanding of hospitality design and facility management, including lighting, HVAC, and FFE (furniture, fixtures, and equipment) selection and maintenance. The course also explores obligations such as ADA compliance and other regulatory design elements, culminating in the completion of a systems design project.

## **Guest Services for Hospitality Professionals** **HMGT1200**

### **1.5 Credits**

Taking care of the guest is the heart of offering hospitality. Doing so means understanding and anticipating what the guest needs and then knowing how to meet and exceed those needs. This course explores the intricacies of quality guest services through several frameworks of thought across the hospitality industry.



Integrating quality service into the identity and individual operations of the overall business is the key to success in the hospitality industry. Guest services are often overlooked as an important element of a profitable business; however, the quality of service to a customer can impact every part of a hospitality operation. Furthermore, guests are not just those who purchase goods or services, but also the employees and vendors. Understanding the complex relationships that exist between each of these stakeholders and the operation is a significant goal toward which every manager should strive.

### **Wines: Grapes and Varietals BEV2520**

#### **1.5 Credits**

An introductory course on the world of wines, this course will introduce culinary, pastry, and hospitality students to the fundamentals of vinification, viticulture, grape varieties, and the major wine styles. Students will explore the multitude of varieties of wines and wine cultures as well as begin to understand the importance of wine as it relates to food. Students will explore the essentials associated with wine and food pairings.

### **Meetings and Events EEP2600**

#### **1.5 Credits**

The meetings and events segment is one of the fastest growing segments of the hospitality industry. Meetings and events are a part of everyday business in hotels and impact the entire team, including sales, rooms, housekeeping, restaurants, banquets, and other areas. This introductory course covers the major aspects of convention, meeting, and event planning and its effects as it is carried out in the hospitality industry.

### **Responsible Beverage Service BEV2410**

#### **1.5 Credits**

Students will undertake an in-depth overview of dram shop liability, the physiological effects of alcohol, and the establishment and management of alcohol service policies. This course is the nationally recognized certification course administered

under the auspices of the National Restaurant Association. The RAMP training will also be a part of the class. The course will include an in-depth review of beers, production styles, and responsible service.

### **Bartending BEV1100**

#### **1.5 Credits**

This course will cover the fundamental aspects of bartending. Students will explore how various liquors are produced, gain an understanding of proper bartending terminology, and practice traditional and contemporary bartending skills. The engagement of theory-based learning, along with practical, hands-on skill development, will allow students to execute the necessary skills in the bar area of a hotel or restaurant.

### **Dining Room Operations DROP2500**

#### **3.5 Credits**

One in a series of companion courses, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students explore the essentials of dining room service, focusing on the key areas of hosting, bartending, and service as a front- and back-server. Students will develop an understanding of each role and its importance in successful dining room operations, and they will also practice the skills, techniques, and attitudes required for each role.

### **Culinary for Hospitality Professionals 1 CUL1120**

#### **2.0 Credits**

This course introduces students to working in a professional kitchen environment. It develops the foundational skills that are critical to success in foodservice occupations. Correct safe usage of kitchen equipment is practiced, with a focus on developing effective kitchen skills through the preparation of stocks, soups, and sauces. Proper knife handling and cutting techniques are a key focus of the course. The course also ensures student understanding and execution of sanitary preparation of food in a commercial operation, ensuring students can provide safe food in a professional kitchen throughout the flow of food.

## Culinary for Hospitality Professionals 2

### CUL1121

#### 2.0 Credits

A companion course to CUL1120, Culinary for Hospitality Professionals 2 introduces students to working in a safe and sanitary professional kitchen environment. It continues to support the development of necessary foundational skills that are critical to success in foodservice occupations. Skills are practiced via the preparation of vegetables, starches, and a variety of proteins. The development of the skills introduced and practiced in CUL1120 and CUL1121 are essential to the success of foodservice professionals throughout their careers.

## Hospitality Operations 1

### HOPS1200

#### 7.5 Credits

One in a series of five companion courses, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of dining room service, focusing on one of the key areas of hosting, bartending, and service as a front- and back-server. Building on the knowledge gained in DROP2500, students will refine their understanding of each FOH role and its importance in successful dining room operations. They will then focus on one of the three key roles (host, bartender, or server) and develop the skills, techniques, and attitudes required to successfully complete all tasks associated with that position.

## Hospitality Operations 2

### HOPS1300

#### 7.5 Credits

One in a series of five companion courses, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of dining room service, focusing on one of the key areas of hosting, bartending, and service as a front- and back-server. Building on the knowledge gained in DROP2500, students will refine their understanding of each FOH role and its importance in successful dining room

operations. They will then focus on one of the three key roles (host, bartender, or server) and develop the skills, techniques, and attitudes required to successfully complete all tasks associated with that position.

## Hospitality Operations 3

### HOPS2400

#### 7.5 Credits

One in a series of five companion courses, this practical, hands-on course is held in the College's open-to-the-public restaurants. Students develop an understanding of the essentials of dining room service, focusing on one of the key areas of hosting, bartending, and service as a front- and back-server. Building on the knowledge gained in DROP2500, students will refine their understanding of each front-of-the-house (FOH) role and its importance in successful dining room operations. They will then focus on one of the three key roles (host, bartender, or server) and develop the skills, techniques, and attitudes required to successfully complete all tasks associated with that position.

## Hospitality Operations 4

### HOPS2500

#### 7.5 Credits

One in a series of five companion courses, this practical, hands-on course is held in the College's open-to-the-public restaurants. Designed to integrate the learning from prior Hospitality Operations courses, this course calls for students to practice the essentials of dining room service management while focusing on overseeing dining room personnel and demonstrating managerial functions. Students will exhibit the skills, techniques, and attitudes required to successfully plan, lead, organize, and control all tasks associated with dining room supervision.



## **Hospitality Operations 5** **HOPS2600**

### **7.5 Credits**

One in a series of five companion courses, this practical, hands-on course is held in the College's kitchens and is designed as the students' back-of-the-house (BOH) rotation. Students develop an understanding of the essentials of BOH restaurant operations, focusing on one food production and turnout in an operational kitchen and gaining an understanding of cost-effective food production and service. Students refine their understanding of each BOH role and its importance in successful restaurant operations, developing the skills, techniques, and attitudes required to successfully complete essential BOH tasks.

## **Management Tour of Florida and the Bahamas**

### **STC2650**

### **2.5 Credits**

Culture of Florida and the Bahamas (HUM2650) and Management Tour of Florida and the Bahamas run concurrently. This immersion learning course will provide students with firsthand observations of hospitality businesses in Florida and the Bahamas while they engage in professional tours of hospitality operations. Students will have the opportunity to spend time speaking with and observing hospitality managers in several upscale, luxury hotels and restaurants and other hospitality businesses. Students will complete a multi-day tour of a variety of first-rate hospitality outlets, examine an operational cruise line, and complete a personal review of tourism and how it impacts the hospitality industry of Florida and the Bahamas.

## **Pastry for Hospitality Professionals 1**

### **PAS2401**

### **2.0 Credits**

In many restaurants and foodservice operations, the production and presentation of sweet desserts and savory baked goods will fall under the role of the culinary professionals. This course takes place in a hands-on environment, where students will work with traditionally used pastry doughs and creams to create a variety of pies, tarts,

eclairs, and other pastries. In addition, students will be introduced to professional bread making concepts and techniques and will utilize these concepts to produce a variety of bread styles.

## **Pastry for Hospitality Professionals 2**

### **PAS2402**

### **2.0 Credits**

A companion course to PAS2401, Pastry for Professionals 2 introduces students to the essential skills required for producing cakes, ranging from the simple creamed cake to the delicate and classic genoise. These foundational skills will allow students to develop the technical concepts of baking, assembly, icings, and decorating techniques. By developing cakes, constructive critiques, and open discussion, students will learn that each component serves a special purpose and how each functions within the final product and plated dessert presentation.

## **Tableside Presentations**

### **RMGT1200**

### **1.5 Credits**

This popular course introduces students to the entertaining and specialized skill of tableside cookery. This style of service, the hallmark of what is commonly referred to as French service in the United States, is currently executed in the finest European restaurants. The chef de rang and the commis de rang perform this demanding and elegant service in the dining room in front of guests. This truly "hands-on" class will cover the classic presentations as well as modern and contemporary variations. Students will learn and develop the skills to debone fish, carve meats and poultry, and cook and flambé a variety of dishes.

## **RESTAURANT MANAGEMENT BACHELOR OF SCIENCE DEGREE PROGRAMS**

## **Catering and Off-Site Foodservice**

### **FSM3110**

### **1.5 Credits**

The increased demand for catering operations for social and specialized events has brought about a new focus on the subject

of catering management. This course will help students to understand catering as a profession, its contents, and its requirements. Furthermore, the course will explore what it takes to be a professional caterer.

### **Culinary for Restaurant Professionals 1**

#### **CUL4101**

##### **2.0 Credits**

Focusing on appetizers and starters, this course expands on students' knowledge, skills, and attitudes related to working in a professional kitchen environment. This class will enable students to recognize the importance and position of appetizers on today's menu. Students will develop advanced skills that are critical to the success of a foodservice professional, and they will also study the transformation of prepared foods in a manner in which the final product is attractive to consumers and viable for sale.

### **Culinary for Restaurant Professionals 2**

#### **CUL41021**

##### **2.0 Credits**

Focusing on entrée menu item development, this course expands on students' knowledge, skills, and attitudes related to working in a professional kitchen environment. This class will enable students to recognize the importance and position of entrées on today's menu. Students will develop advanced skills that are critical to the success of a foodservice professional, and they will also study the transformation of prepared foods in a manner in which the final product is attractive to consumers and viable for sale.

### **Managing Restaurant Operations**

#### **RMGT3100**

##### **1.5 Credits**

Managing Restaurant Operations focuses students on utilizing the four key elements of management: planning, organizing, leading, and controlling. In this course, students will apply these elements via online and in-class discussions, roleplays, and assignments.

### **Hospitality Management Strategies and Logistics**

#### **HOSP4530**

##### **1.5 Credits**

Derived from the basics of systems theory, this course examines the micro- and macro-environments that have an impact on how hospitality businesses select and act on strategies for sustained success. Consideration of the logistical needs of a hospitality organization and the practice of critical decision-making strategies that align with the business vision, mission, and core values will be further developed.

### **Menu Planning**

#### **FSM4400**

##### **1.5 Credits**

The first of five companion courses (MGT4400, HOSP4510, CUL3330, HOSP4610), this course combines theory and application to provide in-depth insight into crafting and managing a foodservice menu in its design and execution. The menu is the centerpiece of the restaurant, supporting marketing, operations, profit and loss, and management. Students will research a variety of menu structures utilized in the foodservice industry, in order to recognize the relationship between the menu and operational success. Students will work in teams to design cost-effective and balanced menus.

### **Spirits and Wines**

#### **BEV3100**

##### **1.5 Credits**

The first part of this course will introduce students to the current brands of alcoholic spirits, where and how they are produced, and how to identify their flavors. The second part will cover the "how and why" of creating a successful restaurant wine list. During the second half of the course, students will practice creating cocktails to be presented during their portion of the Hospitality classes. Toward the end of this course, students will learn how to create an industry acceptable wine list.



## Hospitality Design HOSP4510

### 1.5 Credits

The fourth in a series of five companion courses (MGT4400, CUL3330, HOSP4610, FSM4400), Hospitality Design incorporates information from lectures, strategic planning activities, and action plan development from prior courses to complete the implementation and execution of a practical management experience in a college-run facility. Students focus on the analysis of three key data points: guest surveys, financial data, and employee feedback. Utilizing real-time data from the operation, students evaluate reports and recommend courses of action to be taken to improve overall operational results. As recommendations are implemented weekly, students review the ongoing effects of their decision making.

## Hospitality Operations and Assessment HOSP4610

### 3.0 Credits

The fifth and final in a series of companion courses (MGT4400, HOSP4510, CUL3330, FSM4400), Hospitality Operations and Assessment finds students in their capstone course in which they lead and manage the execution of their designed menus. Students utilize managerial tools such as line checks, station sheets, production sheets, inventories, and a variety of checklists to support the operations of the College's open-to-the-public restaurants.

## Wines of the World BEV3110

### 1.5 Credits

This course offers a detailed approach to understanding the commercial world of wine in the restaurant context, with an emphasis on developing an in-depth knowledge of wine service, wine and food pairings, and the world's commercially significant wine regions. Students refine their understanding of wines gained during their associate degree, focusing on the six factors that influence the production of wines and distinguishing the top commercial grape varieties. Eligible students engage in regular wine tastings, thereby refining their palates to better appreciate the wines of the world.

## Human Resource Management MGT3300

### 1.5 Credits

Building on the foundations presented in The Leading Supervisor (LEAD2400) course, this course is designed to provide management students with a detailed review of employment laws, planning, and staffing; human resource development activities; compensation and labor issues; and safety, discipline, and ethical concerns in the workplace. Students examine and analyze functional areas of a human resources department and the impact the department has on operations to ensure that managers operate a lawful workplace.

## Marketing for Hospitality Professionals MGT4400

### 1.5 Credits

The third in a series of five companion courses (HOSP4510, CUL3330, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learned concepts and theories to launch a marketing plan for the College's open-to-the-public restaurants, where the students' designed menu will be presented during the following term.

## Hospitality Accounting and Revenue Management HOSP4520

### 1.5 Credits

Building on the knowledge and skills attained in the Introductory Hospitality Accounting (ACC3120) course, students learn how to make managerial decisions based on financial statements and revenue management strategies. Higher-level hospitality industry accounting concepts, as well as product, service, and price manipulation strategies, will be covered. Learning how these decisions impact operational and overall business goals is key.

## **Maître D' Operations 1**

### **RMOP3100**

#### **7.5 Credits**

Building on the foundational knowledge, skills, and attitudes developed in the associate degree Operations courses, management students are exposed to leadership and managerial duties related to front-of-the-house operations. Students learn the essentials of supervising dining room and banquet facilities through exposure to managerial functions.

## **Maître D' Operations 2**

### **RMOP3200**

#### **7.5 Credits**

Building on the foundational knowledge, skills, and attitudes developed in the associate degree Operations courses and Maître D' Operations 1, management students apply leadership and managerial duties related to front-of-the-house operations. Students practice the essentials of supervising dining room and banquet facilities, utilizing managerial tools and techniques.

## **Restaurant Management Internship**

### **INTR3300**

#### **4.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with coordinating the guest dining experience, seating guests, completing dining room side-work, delivering food to tables, and refreshing tables.

## **Restaurant Management Internship**

### **INTR4400**

#### **4.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with coordinating the guest dining experience, taking food and beverage orders, upselling orders, completing dining room side-work, delivering food to tables, and refreshing tables.

## **Restaurant Management Internship**

### **INTR4500**

#### **4.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with restocking beverages, garnishes, and food items, assessing inventory, and shadowing and assisting a bartender.

## **Restaurant Management Internship**

### **INTR4600**

#### **4.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with coordinating the guest dining experience, taking food and beverage orders, upselling orders, delivering food to tables, and shadowing restaurant supervisors and managers.

## **Experiential Immersion 1**

### **EI3200**

#### **2.0 Credits**

Baccalaureate degree students will be scheduled to complete two Experiential Immersion (EI) courses during their degree program (EI3200 and EI3300). These courses provide an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## **Experiential Immersion 2**

### **EI3300**

#### **2.0 Credits**

Along with its companion course EI3200, the Experiential Immersion 2 course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth.



An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

### **Hospitality Tour of England STC4600**

#### **2.5 Credits**

At the culmination of its companion course, The Culture of England, which is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersive learning experience in the United Kingdom. Students will tour of a variety of unique and first-rate hospitality outlets, learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants, upscale pastry shops, and, of course, the traditional pubs. The focus of the course is on the concept of "hospitality". Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

### **Introductory Hospitality Accounting ACC3120**

#### **1.5 Credits**

Hospitality chefs and managers must have a working understanding of accounting principles in order to operate successful, profitable businesses. Students explore the world of hospitality finance and accounting by practicing journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Additionally, students will apply the information from financial statements during the forecasting and budgeting process and be able to analyze business statements, making recommendations for areas of concern.

### **Restaurant Facilities Layout and Design RMGT3200**

#### **1.5 Credits**

This course will provide an understanding of restaurant design and facility management. Coverage will include furniture, fixture, and equipment selection and their impact on the design and operational flow of a restaurant. Obligations such as ADA compliance and other regulatory design elements will be explored. Students will utilize this information as a part of a complete feasibility study for a restaurant.

### **Risk Management in Hospitality HOSP3110**

#### **1.5 Credits**

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions on risk identification, analysis, measurement, control, financing, insurance, coverage, and benefits.

### **HOTEL MANAGEMENT BACHELOR OF SCIENCE DEGREE PROGRAMS**

### **Executive Housekeeping Operations HMGT3100**

#### **1.5 Credits**

Housekeeping is critical to the success of today's hospitality operations. This course examines what it takes to direct day-to-day operations of this department, from big-picture management issues like department organization, inventories, and safety, to technical details like cleaning and furniture, fixtures, and equipment selection.

### **Principles of Hotel Management HMGT3110**

#### **1.5 Credits**

This course presents an introduction to the rooms division department of a hotel. It includes a systematic approach to front office procedures by detailing the flow of service through a hotel, including reservations, registration, and security.

**Managing Front Office Operations****MGT3210****1.5 Credits**

This course presents an examination of common management practices to evaluate room inventory and business success. Students will understand the basic processes for guest account management, settlement, and reconciliation of property accounts.

**Event and Entertainment Planning****EEP3100****1.5 Credits**

This course allows students to learn the theories of event management. The students will learn how to formulate event strategies for places/destinations. The course will focus on planning, development, management, and implementation of all types of events, such as entertainment events, corporate events, cultural events, sporting events, and festivals.

**Human Resource Management****MGT3300****1.5 Credits**

Building on the foundations presented in The Leading Supervisor (LEAD2400) course, this course is designed to provide management students with a detailed review of employment laws, planning, and staffing; human resource development activities; compensation and labor issues; and safety, discipline, and ethical concerns in the workplace. Students examine and analyze functional areas of a human resources department and the impact the department has on operations to ensure that managers operate a lawful workplace.

**Hospitality Information Management Systems****HMGT3300****1.5 Credits**

This course introduces students to information technology management issues and demonstrates how technology can be utilized to increase efficiency and productivity in the hospitality field. Students are exposed to a variety of information management systems through immersive learning experiences at local area hotels. Students gain an understanding of the similarities and differences among global distribution systems, property management systems, and point-of-sale systems they will use in the industry.

**Convention Service and Sales****EEP3300****1.5 Credits**

This course provides an advanced study of the convention, corporate, and group tour markets. Topics include establishing records and systems maintenance, as well as promotional, advertising, and servicing techniques for this segment of the hospitality industry.

**Marketing for Hospitality Professionals****MGT4400****1.5 Credits**

The third in a series of five companion courses (HOSP4510, CUL3330, HOSP4610, FSM4400), this course is designed to provide students with fundamental knowledge and practical skills associated with marketing a business. Students explore the competitive nature of business, study core marketing strategies, practice development and presentation of a marketing plan, investigate how to effectively advertise and promote a business concept, and analyze marketing tactics that stimulate and measure consumer satisfaction. Students will utilize learned concepts and theories to launch a marketing plan for the College's open-to-the-public restaurants, where the students' designed menu will be presented during the following term.



## **Travel and Tourism TTM4100**

### **1.5 Credits**

This course provides students with an opportunity to explore the dynamic and diverse industry of tourism. Topics include the history and growth of tourism and hospitality service providers, such as airlines, attractions, destination marketing organizations, tour operators, and travel agents. Key issues and dilemmas related to the economic, social/cultural, political, and environmental impacts of tourism, as well as tourism trends, will also be examined.

## **Resort Management TTM4110**

### **1.5 Credits**

This course is designed to offer insight into the niche market of resort operations. Along with basic hospitality services, such as lodging and F&B (food and beverage), students will explore other elemental considerations, including recreational attractions and activities that lure guests to these facilities. Students will investigate considerations in the development and operation of various types of resort facilities.

## **Hospitality Accounting and Revenue Management HOSP4520**

### **1.5 Credits**

Building on the knowledge and skills attained in the Introductory Hospitality Accounting (ACC3120) course, students learn how to make managerial decisions based on financial statements and revenue management strategies. Higher-level hospitality industry accounting concepts, as well as product, service, and price manipulation strategies, will be covered. Learning how these decisions impact operational and overall business goals is key.

## **Hospitality Management Strategies and Logistics HOSP4530**

### **1.5 Credits**

Derived from the basics of systems theory, this course examines the micro- and macro-environments that have an impact on how hospitality businesses select and act on strategies for sustained success. Consideration of the logistical needs of a hospitality organization and the practice of critical decision-making strategies that align with the business vision, mission, and core values will be further developed.

## **Casino Organization and Culture HMGT3220**

### **1.5 Credits**

This introductory course examines the history and development of gaming and casino operations and how they are rapidly growing throughout the United States. Particular attention is paid to casino operations in the states of Delaware, New Jersey, and Pennsylvania. This course covers the unique interior and community cultures of casino operations as a segment of the hospitality industry. Students will study the structure of casino operational departments and their functions.

## **Hotel Management Analytical Research Prep HMAR4500**

### **2.0 Credits**

This course examines the core principles, procedures, and applications of hotel business research and analytics. This course is designed to provide students with an advanced knowledge of hotel operation decision-making and to further develop their critical thinking skills. Coursework includes classroom-based lectures, academic and trade article readings, and one-on-one guidance from the instructor for the development of the Hotel Management Analytical Research project.

## Hotel Management Analytical Research

### HMAR4600

#### 2.0 Credits

This course offers a framework for designing and appraising a research project using the Hotel Management internship site or other approved hospitality business as the case study. Taking the knowledge and skills learned from the Hotel Management Analytical Research Prep (HMAR4500) course, students will apply these skills in a role as a student/manager decision-maker. This course places an emphasis on examining, reporting, and solving a real business opportunity using researched data.

## Experiential Immersion 1

### EI3200

#### 2.0 Credits

Baccalaureate degree students will be scheduled to complete two Experiential Immersion (EI) courses during their degree program (EI3200 and EI3300). These courses provide an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## Experiential Immersion 2

### EI3300

#### 2.0 Credits

Along with its companion course EI3200, the Experiential Immersion 2 course provides an opportunity for academic exploration in a learning experience that will further facilitate personal, academic, and professional growth. An independent research, professional network, and/or project will be selected by the student and will be completed in a self-directed manner, with guidance from an assigned faculty member. The work from this experience may lead to an area of focus for their internship study worksite.

## Hospitality Tour of England

### STC4600

#### 2.5 Credits

At the culmination of its companion course, The Culture of England, which is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire, students complete an immersive learning experience in the United Kingdom. Students will tour of a variety of unique and first-rate hospitality outlets, learning from hospitality experts during a multi-day experiential learning trip. The tour provides students with the opportunity to visit luxury hotels, fine dining restaurants, upscale pastry shops, and, of course, the traditional pubs. The focus of the course is on the concept of "hospitality". Students will develop an appreciation for the importance of guest service in all parts of a hospitality business.

## Hotel Management Internship

### INTHM3100

#### 5.0 Credits

The learning objective of this course is for students to perform all duties according to standards associated with coordinating communications via telephone lines, making reservations, and upselling guest room products.

## Hotel Management Internship

### INTHM3200

#### 5.0 Credits

The learning objective of this course is for students to perform all duties according to standards associated with coordinating communications via telephone lines, performing registration and departure procedures, upselling guest room products, and shadowing department managers.



**Hotel Management Internship  
INTHM3300****5.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with assessing rooms to be serviced, cleaning and refreshing guest rooms and public spaces, coordinating and delivering special requests, shadowing maintenance staff on maintenance requests and routine systems checks, and shadowing department managers.

**Hotel Management Internship  
INTHM4400****5.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with offering front-level hospitality and fulfilling service requests in key guest contact areas, problem-solving guest needs, proactively discovering guest wants, shadowing department managers, and coordinating guest services with other departments.

**Hotel Management Internship  
INTHM4500****5.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with serving guests in various food and beverage outlets, utilizing a BEO (Banquet Event Order) to set up and service meeting and banquet events, and shadowing department managers.

**Hotel Management Internship  
INTHM4600****5.0 Credits**

The learning objective of this course is for students to perform all duties according to standards associated with qualifying clients, shadowing sales managers, recording sales efforts, participating in sales initiatives, and file/account administration.

**Introductory Hospitality  
Accounting****ACC3120****1.5 Credits**

Hospitality chefs and managers must have a working understanding of accounting principles in order to operate successful, profitable businesses. Students explore the world of hospitality finance and accounting by practicing journalizing business transactions, posting journal entries to a general ledger, and completing the accounting cycle with closing entries. Additionally, students will apply the information from financial statements during the forecasting and budgeting process and be able to analyze business statements, making recommendations for areas of concern.

**Lodging Development Investment  
and Finance****HMG4540****1.5 Credits**

Students are introduced to concepts in the development of hotel properties. Development topics include the phases of domestic and international market site selection, conceptual and architectural design requirements, and construction management. Opportunities for investment and financial strategies, including capital budgets, REITs, mergers, and acquisitions, will also be covered.

**Risk Management in Hospitality  
HOSP3110****1.5 Credits**

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions on risk identification, analysis, measurement, control, financing, insurance, coverage, and benefits.

## General Education Core Curriculum

### ASSOCIATE OF SCIENCE DEGREE PROGRAMS

#### First Year Freshman Seminar CCS1100

##### 2.0 Credits

This interactive course supports students as they embark on their collegiate experience. First Year Freshman Seminar is designed to support students by introducing them to the College, the student handbook, Schoology, note-taking skills, study skills, test-taking skills, goal setting, learning styles, multiple intelligences, and more.

#### Social Media and Technology CCS1110

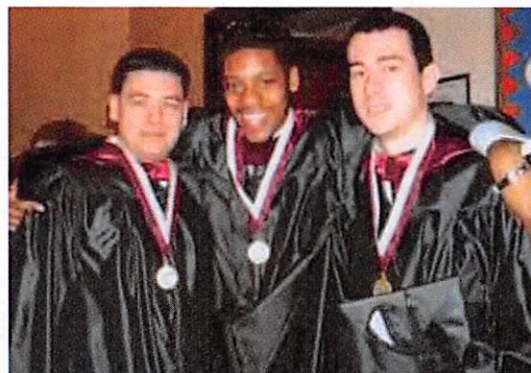
##### 2.0 Credits

Students will expand their skills in the utilization of technology in today's world. The course fosters a respect for the responsible use of social media in society, exposing students to the dangers and benefits associated with digital media. Students will engage with social media as it relates to health, both mental and physical, politics, advertising, and personal interactions. How do we survive "big social"? This course will also spend time familiarizing students with spreadsheet and budgeting software by giving them an introduction to the basic concepts of Microsoft Excel. On completion of this course, students will be able to create and use spreadsheets effectively for straightforward calculation and simple data manipulation.

#### English Composition ENG1300

##### 2.0 Credits

Students will learn the art of composition through reading and writing various kinds of prose, such as personal narratives,



reviews, and persuasive essays. The purpose of this class is to hone students' writing skills and prepare them for leadership positions in whatever industry they decide to enter.

#### College Math MTH1200

##### 2.0 Credits

College Math provides algebraic knowledge to equip students with necessary skills needed in everyday life, through step-by-step development of concepts, numerous practice exercises, and real-world application of techniques. Topics will include solving equations and inequalities, graphing, polynomials, functions, and complex numbers.

#### Strategies for Success CCS1300

##### 3.0 Credits

This course provides a practical approach to information literacy for professionals and an in-depth review of current trends in career exploration and application. This includes trends in resume writing, networking, references, and interview techniques. Students will explore how employers determine who is to be hired and also learn how to organize, develop, and effectively utilize a professional portfolio as a tool in their career development process.



## Public Speaking

**CCS2410**

### 3.0 Credits

All humans have the behavior of speech; however, speaking in public for many is a learned skill. Students will study the principles of argumentation and arrangement, while critically examining their own speeches and the speeches of others. This course provides students with strategies to be effective, professional public presenters and the opportunity to practice and refine this skill. Whether a future presentation is in an office, a conference room, at an association conference, or in a simple public setting, this class will prepare the students to present in an impactful, professional, and meaningful manner.

## Personal Finance and Investments

**CCS2510**

### 2.0 Credits

Financial literacy is essential in meeting the financial challenges of the 21st century. The competencies, which form

the basis for this course, enable students to analyze their personal financial decisions, evaluate the costs and benefits of their decisions, recognize their rights and responsibilities as consumers, and apply the knowledge learned in school to financial situations encountered later in life.

## American Courts and Legal Systems

**LAW1300**

### 3.0 Credits

This course provides an overview of the legal system of the United States and examines the origins of legal systems and their impact on society. Included is an analysis of the diverse historical, political, economic, and cultural conditions under which law arises and functions within society. Students will learn the terms, structures, and roles within the American legal system, with a focus on the public's impact on the courts and the courts' impact on the public.



## Philadelphia and American Independence

### HIS2400

#### 2.0 Credits

This course will explore the causes, course, character, and consequences of the American Revolution: the conflict that destroyed the first British Empire, created the American Republic, and inspired a wave of democratic revolutions that shook the very foundations of the Atlantic world. Especially focusing on Philadelphia as the "Cradle of Liberty," we will emphasize the City's importance in an experimentation in republic government and how it has come to be a model for constitutional representation around the world.

## The Leading Supervisor

### LEAD2400

#### 3.0 Credits

This course provides a study of effective leadership strategies that may be utilized by managers and supervisors. The course employs a two-way perspective that provides students with insights into the employment cycle, from recruitment, selection, training, evaluation, and proper handling of discipline and discharge. It enhances the learner's ability to be a strong leader, as well as a good follower and a knowledgeable worker, as it exposes them to the basic laws that govern the workplace and employee protection.

## Understanding World Cultures

### HUM2600

#### 3.0 Credits

Students will explore the cultural history of the world, from pre-history and early man to the present. The course will explain how various events during that timeline changed civilizations throughout the world. We will explore and analyze different events and factors that brought about change, such as the Agricultural Revolution, the rise and fall of the Roman

Empire, the Crusades, and the Columbian Exchange, up through modern forms of globalization and other issues that continue to shape our world today.

## Exploring Psychology

### PSY1200

#### 3.0 Credits

Students are introduced to the field of psychology and, more specifically, topics that include foundations and history of psychology, research methods and ethical guidelines, biology of behavior, sensation and perception, basic principles of learning, states of consciousness, and memory.

## Nutrition for a Healthy Life

### SCI2600

#### 3.0 Credits

This introductory course examines basic nutrition as it relates to everyday health and overall wellbeing. Current issues and the role of diet and lifestyle will be discussed, specifically addressing their impact on chronic disease.

## Culture of France Culinary Arts and Pastry Arts Associate Degrees only

### HUM2620

#### 1.5 Credits

As one of the largest, most politically powerful and culturally influential countries in Europe, France remains one of the world's most popular destinations. With diverse geographical and climatic differences between French regions, the inhabitants lead very different lifestyles. France is home to numerous farms, industries, and commercial centers, as well as museums, art galleries, and a rich cultural, educational, and political heritage. This course is an overview of France's turbulent history through revolutions on the forefront of European development, its geography, traditions, and culture. Discussion will focus on the regions of Burgundy, Champagne, and



the City of Paris. Throughout the course, students will become versed in the culture, society, and modern customs of France to prepare them to travel to these regions.

**Culture of Florida and the Bahamas  
Restaurant Management and Hotel Management Associate  
Degrees only Associate  
Degrees only**

**HUM2650**

**1.0 Credits**

Culture of Florida and the Bahamas is designed to provide students with insight into the cultures, values, and norms associated with Florida and the Bahamas, in preparation for their immersive learning experience. Students will gain a deeper understanding of how to interact in these areas of the world and be prepared to travel as professionals.

**BACHELOR OF SCIENCE  
DEGREE PROGRAMS**

**Communication and Interpersonal Relationships**

**PSY3100**

**3.0 Credits**

Students are exposed to and gain an understanding of the basic concepts, vocabulary, theories, and processes relevant to the study of initiating, maintaining, and terminating relationships through interpersonal communications. An equally important goal of this course is to develop the students' own interpersonal skills by increasing their repertoire of behavioral choices. Lectures, discussions, classroom activities, written and oral assignments, and out-of-class observations will be used to aid the development of knowledge and skills relating to interpersonal communication competence. During each class, we will strive to merge theory with practice.

**Community Engagement and Accountability**

**HUM4100**

**2.0 Credits**

This course is designed to facilitate students' appreciation for citizenship, while fostering an understanding of the practical aspects of being a productive and valuable member of a society as well as the rights and duties contained therein. Students develop an appreciation for societal living and learn how to make a difference in the communities in which they live by developing a combination of knowledge, skills, values, and attitudes to make that difference.

**Advanced Nutrition**

**SCI3200**

**2.0 Credits**

Building on Nutrition for a Healthy Life, this course explores how macronutrients and micronutrients impact health and the importance of lowering the risk of chronic diseases, specifically obesity, diabetes, and cardiovascular disease. Current government guidelines regarding nutritional requirements for American diets will be presented. Additional reading assignments will include research articles focusing on the most recent studies related to diet, lifestyle, and disease.

**Culture of England**

**HUM4610**

**2.0 Credits**

The Culture of England course is designed to provide students with an understanding of the cultures of the United Kingdom, with a focus on London, Oxfordshire, and Buckinghamshire. This is a preparatory course for the students' immersion learning course, during which students complete a multi-day tour experiencing the cultures and hospitality of the United Kingdom. In order to be prepared to gain the most from that course, students will learn about the culture in which they will be immersed and develop goals for learning during the travel experience.

**Ethics****PHL3300****2.0 Credits**

This course is an introduction to the philosophical study of morality and moral reasoning, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. In addition to providing familiarity with the primary questions addressed within moral philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop abilities to read, analyze, and evaluate philosophical theories, write and express themselves well about their own ethical positions, and think critically and analytically about ethical issues.

**Critical Thinking  
and Psychology****PSY3300****3.0 Credits**

Building on the knowledge gained in Exploring Psychology, this course introduces new topics related to personality, motivation, emotions, stress and health, psychological disorders and treatment, and social psychology. Students develop critical thinking skills with regard to human behavior, enabling them to re-evaluate current information and apply acquired knowledge from this course to real-life situations.

**Leadership****LEAD4400****3.0 Credits**

An in-depth study of leadership, this course is designed to allow students to gain insight into the function and importance of leadership. Self-discovery and evaluation are paramount in this course, allowing

the students to conclude the class with an assessment of their own leadership style. Students examine and analyze various leadership concepts to develop a personalized leadership portfolio.

**Current Issues in Society****SOC4400****3.0 Credits**

Social issues can be defined as problems or matters that affect a person, a group of persons, or a whole society in general. Issues of health, economics, gender roles, and even international relations can be related to a society's perception of people's roles but may differ in other societies. Students examine current societal issues and apply critical thought, reasoning, and argumentation to these issues.

**Sustainability in Life  
and Work****HUM4500****2.0 Credits**

Students will explore the conceptual challenges of maintaining a sustainable planet. Since personal and corporate responsibilities are equally important, the course will take a holistic approach in the examination of these concepts. To support sustainability literacy, students will develop a capacity to address these problems with environmentally and socially responsive solutions. Students will explore the complex issues related to one's personal and societal impact on the environment, while defining and brainstorming solutions relating to sustainability.



## **Sociology of Popular Culture SOC4500**

### **3.0 Credits**

Students investigate popular culture from a sociological perspective, identifying the differences between high culture and popular culture. Students explore the impact of popular culture and its role in today's society. The class focuses on how culture influences society, how society influences culture, and how people construct and interpret popular culture. Popular culture is explored from a sociological perspective, while the impact of popular culture on individuals, social groups, and institutions and how popular culture is shaped by people as they reject it or embrace it is investigated.

## **Perspectives on Contemporary Civilization HIS4600**

### **2.0 Credits**

This course explores the role of civilization in the human journey. It provides a comprehensive history of the world in the twentieth and twenty-first centuries, examining key events and underlying issues that helped to shape the modern world. Students are exposed to and encouraged to reflect on key historical events and figures that have shaped the modern world.

## **Analysis of Film and Literature HUM4600**

### **3.0 Credits**

This course explores the complex relationship between film and literature by examining the interaction of film and literary texts and the qualities of each. By considering what happens to a literary work (e.g., novel, short story, play) when it is adapted into a film, we will study how



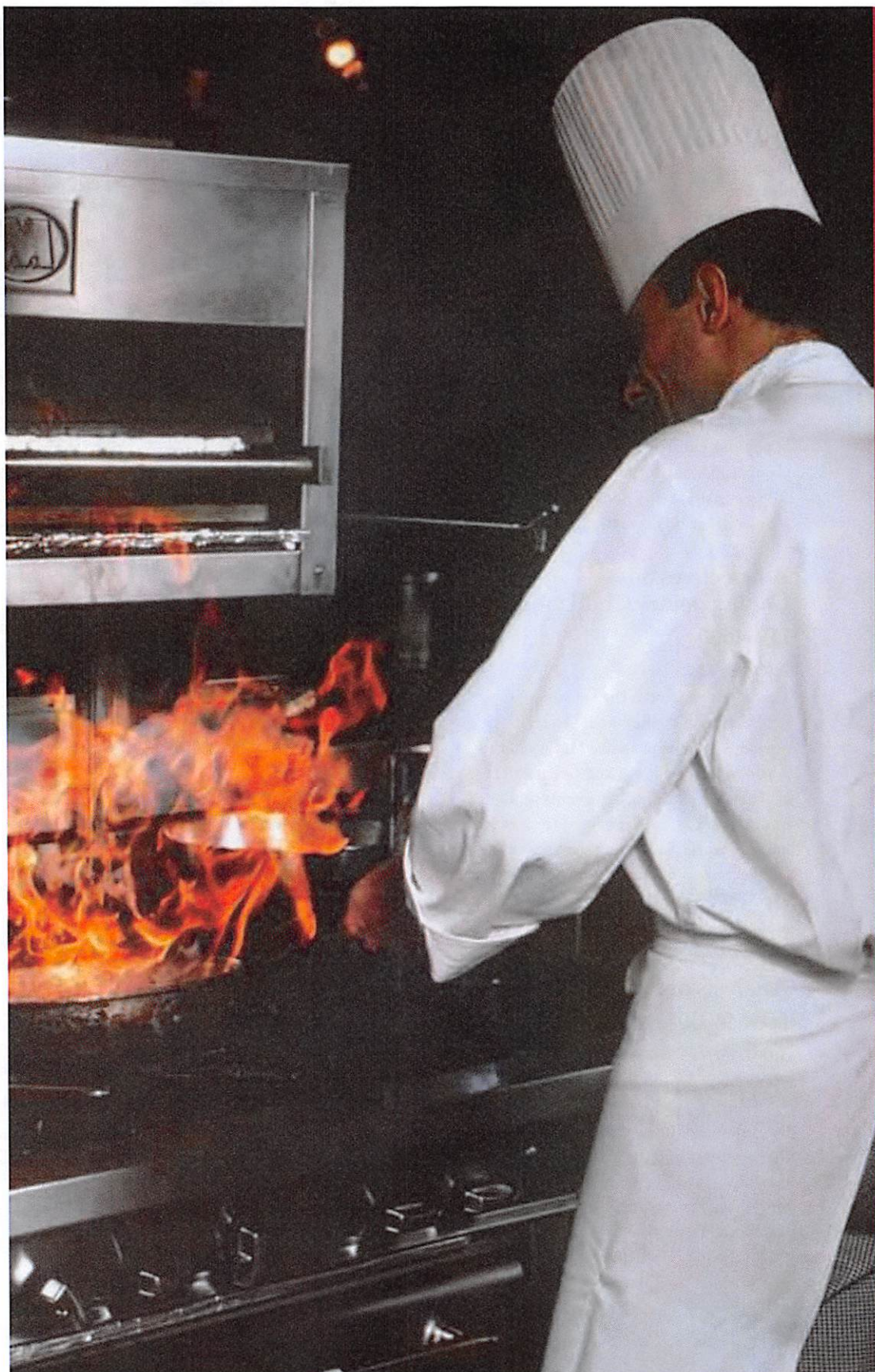
the work translates into film (e.g., does the film retain the voice of the author and timeframe in which it was written, does it make a difference if the literary work was written in the 1600s but turned into a film in 2011, and how do varying versions of the same literary work reflect the time periods in which they were produced?).

## **Philosophy as a Way of Life PHL4300**

### **3.0 Credits**

Philosophy as a Way of Life is an introduction to the study of philosophy, with a particular focus on philosophical reasoning, the history of philosophy, and questions regarding existence, reality, and consciousness. In addition to providing familiarity with the primary questions addressed within philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop abilities to read, analyze, and evaluate philosophical theories, write and express themselves well about their own positions, and think critically and analytically about philosophical issues.









## Career Success

Career development at Walnut Hill College begins on the first day of school. Training at Walnut Hill College is thorough and realistic. The faculty of Walnut Hill College understands the expectations of the hospitality industry and guides each student toward a successful career.

In the classroom, students learn how to develop effective resumes and portfolios. Various interviewing techniques are exercised. Students are encouraged to meet with their Career Success Coordinator for invaluable council, specific recommendations, and assistance. Career Success records are kept for each student and continual updates on students are compiled by the Career Success Office.

The Career Success Offices receives numerous requests from foodservice and hospitality businesses for staffing assis-

tance. These employment requests from various types of businesses in many different locations offer a wide range of employment possibilities. Graduates may also contact the school for assistance with employment possibilities and resume updates.

Walnut Hill College regularly invites personnel directors and proprietors of successful restaurants, hotels, and other hospitality businesses to visit the school to promote continued success for students in the job seeking process.

### *Career Success Office Services:*

- Resume Assistance
- Interviewing Skills
- Job Board
- Job Resources, References and Guides
- Career Fairs
- On-Campus Recruiting

## Career Fairs

Career fairs are scheduled twice per year offering students of Walnut Hill College the opportunity to network and interview with many employers at one time. We typically host 50 to 60 employers from the Philadelphia metropolitan region; including New Jersey, Delaware, Connecticut, and New York. These events are held on campus or at a nearby hotel. This is a professional event for all students of Walnut Hill College. Class schedules are adjusted to permit your attendance.

Attendance is mandatory, and professional dress or chef whites is required. Students are required to conduct themselves with decorum and professionalism, befitting a hospitality student at Walnut Hill College.

## Internships

Students at Walnut Hill College complete an internship as a requirement for graduation.

Internships are designed to give students an opportunity to learn from industry professionals. Area hotels, resorts, restaurants, and convention or meeting facilities that meet the requirements set forth by Walnut Hill College are designated as approved sites.

Culinary and pastry students must work with an executive or pastry chef who has five or more years' experience in that position, and at least 80 percent of the menu must contain freshly prepared ingredients.

Restaurant and hotel management students work the "front of the house" with a manager or assistant manager in a hotel, restaurant, foodservice, or other hospitality-related site. Our selection criteria ensure the facilities offer a strong learning environment in addition to valuable real world experience.

Currently, Walnut Hill College students have opportunities at more than 500 sites. The internship hours are completed over the course of the students' program, allowing them the opportunity to apply skills as they are learned in the classroom.

### Student Networking

In addition to working with potential employers during the internship program, students are encouraged to network with hospitality industry professionals in a variety of settings.

Students have opportunities to participate in meetings and activities sponsored by professional culinary and management organizations and to volunteer at many hospitality-related events throughout the region.

In addition, students are required to attend a biannual career fair.



# Student Life and Learning

The Student Life and Learning Program consists of “work done to support or enhance the college or surrounding community and the professional and personal growth of the student. These events are initiated and supervised by a staff or faculty member, or by an identified Community Partner only. These activities are industry or non-industry related.”

- 5 hours are required per each full-time term of the associate program (every two terms for any student in the extended program) – students may not carry over completed hours into a new term. The total number of hours necessary to complete the graduation requirement is (30) thirty hours.
- Community Partners are local, regional or national non-profit agencies where students may choose to volunteer time to complete up to 30 hours (half of the 60-hour requirement) in his/her own community. These events are scheduled by the student per his/her own availability.
- SSL Hours must be completed through college-sponsored events or with a recognized Community Partner only. This program allows for the greatest amount of flexibility based on the student's schedule.
- The actual number of hours worked for each event must be recorded on an official SSL Points paper and turned in to the Student Life Office at the end of each term. SSL Points papers can be found in the

Student Life Office. Only valid college staff or faculty signatures will be accepted on the documentation.

- The only person who may sign a SSL point is the on-site supervising event contact or their designated representative. It is each student's responsibility to present the Logbook to the event contact to receive an official signature.
- SSL Hours are a requirement for graduation from Walnut Hill College. Students cannot graduate without fulfilling these hours. There are no exceptions.
- A “No-Call/No-Show” and/or “Leaving an Event/Abandoning an Activity” without permission of the on-site event contact will result in non-recording of any hours accrued at that event and an ‘assignment of consequences’ designated by the event contact will follow. Failure to report to an event which a student committed to without advance notice may result in the loss of hours as an additional penalty.

There are numerous on-campus events throughout each academic year that will allow students to meet great chefs and managers, to make industry connections, continue to build professional skills, and develop as a well-rounded citizen of the student's community

# Experiential Learning Opportunity

Walnut Hill College's Experiential Learning Opportunity (ELO) is a program for well-qualified students to enjoy a summer abroad, at Walt Disney World resorts, or at any number of approved internship sites outside the local Philadelphia area. Have you always wanted to work at a New England resort? Does a five-diamond hotel in Dallas strike your fancy? How about working for a family resort in a Colorado state park for the summer? You could work in any of these fabulous locales for a summer of professional growth and opportunity.

To be eligible to participate, you must be a student at Walnut Hill College in good standing, have made satisfactory academic progress, have good attendance, obtain the recommendation of a staff or faculty member, and complete the application process. It is impera-

tive that you plan ahead to be a part of this program, as it may affect your financial aid and academic schedules. Please be aware that working abroad requires a minimum of four months to coordinate, and will require significant paperwork and follow-through on your part.

To see what options are available for you, please visit the Career Success Office.

## Eligibility

- Students must maintain satisfactory Academic progress.
- Students must have good attendance.
- Students need to obtain the recommendation of a staff or faculty member to participate in the program.
- Students must submit a completed application, along with a copy of your current transcript.





## Board of Trustees

Irene Rothschild  
*Chairperson of the Board  
Culinary Consultant,  
Instructor and Author*

Joseph H. Hopkins, Esq.  
*Honorary member of the  
Board Hopkins & Schafkopf*

Della Clark  
*President  
The Enterprise Center*

Pierre Rauch, CEC, WCC, AAC  
*Executive Chef & Culinary Consultant*

Christina Pirello  
*Television Host, Cookbook Author,  
Instructor and Consultant*

Deborah W. Jacobs  
*Director of Human Resources  
The Rittenhouse Hotel*

Oliver St. Clair Franklin, OBE  
*Honorary British Consulate*

Lewis Wendell  
*President  
Wendell and Associates*

## President

Daniel Liberatoscioli

## Vice Presidents

Karl D. Becker  
B.S., Eastern University  
*Executive Vice President*

Gary Trevisani  
*Vice President of Culinary and Pastry  
Arts*

Dennis Liberati  
*Vice President of Operations*

Peggy Liberatoscioli  
B.S., Madison University  
*Vice President of Administrative Services*

## Directors

Dr. David Morrow  
*Doctorate, Drexel University  
M.S., Johnson & Wales University  
Chief Academic Officer*

Paul Miller  
*Director of Campus Development*

Christopher Molz  
B.S. Millersville University  
*Controller*

Joanna Smyth Lupo  
A.O.S. Culinary Institute  
*Director of High School Recruitment*

Valery Snisarenko  
M.B.A., Stoney Brook University  
*Director of Marketing*

Meghan Bloome  
B.S. The Restaurant School at Walnut Hill College  
*Director of Student Engagement and Community  
Education*

Joseph Geiger  
*Director of Facilities*

**Faculty**

Bethany Amilkavich  
B.F.A., Temple University  
*Librarian*  
*Adjunct Instructor*

Derek Andress  
B.A., Drexel University  
*Instructor*

Michael Ardoline  
M.A., West Chester University  
*Adjunct Instructor*

Nancy Bates  
M.A., West Chester University  
*Adjunct Instructor*

Akita Brooks  
M.S., Drexel University  
*Instructor*

Alex Crowe  
M.S., State University of New York  
*Adjunct Instructor*

Jacqueline Lovecchio  
B.S., Pennsylvania College of Technology  
*Instructor*

Dr. Joshua Seery  
Doctorate, Walden University  
M.S., University of Phoenix  
*Associate Dean of Teaching  
and Learning*  
*Instructor*

Marie Stecher  
B.A., Rowan University  
*Instructor*

Christina Pirello  
M.F.A., University of Miami  
*Adjunct Instructor*

Colleen Sweeney  
M.E., Chestnut Hill College  
*Instructor*

Gregory Slonaker  
A.O.S., Culinary Institute of America  
*Instructor*

John Everett  
B.S., University of Delaware  
*Adjunct Instructor*

Christopher Ferretti  
B.A., University of Massachusetts  
*Instructor*

Todd D. Braley  
B.S., College at Cortland  
*Executive Chef Instructor*

Michael Frost  
M.S., University of Mississippi  
*Instructor*

John Gallagher  
A.O.S., Culinary Institute of America  
*Instructor*

Gerald Goard  
B.S., Florida International University  
*Instructor*

Katherine Honeyman  
A.O.S., Pennsylvania Institute of  
Culinary Arts  
*Instructor*

Philippe McCartney  
B.A., University of Florida  
*Instructor*

Dr. David Morrow  
Doctorate, Drexel University  
M.S., Johnson & Wales University  
Chief Academic Officer  
*Instructor*

Valery Snisarenko  
M.B.A., Stony Brook University  
*Director of Marketing*  
*Adjunct Instructor*

Eric Paraskevas  
B.S., The Restaurant at Walnut Hill College  
*Instructor*

Jon Sauerwald  
B.S., West Chester University  
*Instructor*



### **Academic Success**

Edwin Pilch  
B.S., Cleveland State University  
*Student Success Advisor*

Robert Tumas  
M.A., Brooklyn College  
*Student Success Advisor*

### **Career Development**

Kenneth Zask  
B.S., Culinary Institute of America  
*Career Development  
Coordinator*

### **Residential Learning**

Charles Carter  
*Residential Learning Coordinator*

Reginald Floyd  
*Residential Learning Coordinator*

### **Controller**

Christopher Molz

### **Student Services**

Meghan Bloome  
B.S., The Restaurant School at  
Walnut Hill College  
*Director of Student Engagement  
and Community Education*

Danielle D'Angelo  
B.S., Penn State University  
*Student Engagement and Community  
Education Coordinator*

### **Bursar**

Erica Mitchell

## The Next Step

Join us for one of our scheduled weekly tours. We'll treat you to continental breakfast, afternoon tea, or an evening hors d'oeuvres reception while you tour our campus, meet students and teachers, and learn how to take the first step to becoming a hospitality professional!

## How to Get Here

### By Air

The Philadelphia International Airport is only 20 minutes from the college.

### By Train

The 30th Street Station, which is serviced by regional Amtrak and local SEPTA trains, is located just five minutes from the college.

### By Car

Please refer to the directions on the following page and map on page 31.

**877•925•6884 toll free**

## Where to Stay

### Homeward Suites

#### By Hilton

(The section of Philadelphia where Walnut Hill College is located.)

### The Inn at Penn

36th and Sansom Streets  
215-222-0200

### Sheraton University City

36th and Chestnut Streets  
215-387-8000 • 800-325-3535

### Historic Area

Stay in the historic area to get a view of Philadelphia's past, while enjoying all of Philadelphia's dynamic contemporary style. University City and Walnut Hill College are located only 10 minutes by car.

### Holiday Inn at Independence Mall

4th and Arch Streets  
Philadelphia, PA 19106  
215-923-8660 • 800-541-3425

### The Omni Hotel at Independence Park

401 Chestnut Street  
Philadelphia, PA 19106  
215-925-0000 • 800-THEOMNI

### Center City Philadelphia

Center City is the business and shopping district of Philadelphia. University City and Walnut Hill College are located just eight minutes by

car from Center City. For a listing of hotels and inns where you can stay in Center City, check with your travel agent or on the Internet.



# Directions to Walnut Hill College

## From the PA Turnpike Heading East

- Take the Pennsylvania Turnpike to Exit 326, the Valley Forge Interchange. Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane. Make a right onto South Street.
- At the second light, turn right off South Street onto 33rd Street.
- At the next light, turn left on Walnut Street.
- Go nine blocks. Walnut Hill College is on the right at 4207 Walnut Street. The parking lot is adjacent to the college.

## From the PA Turnpike or The Northeast Extension

- Take the Pennsylvania Turnpike to Exit 333, I-476 south.
- Take I-476 to I-76 east. Then follow the directions above, starting with the second bullet.

## From I-95 Heading South

- Take I-95 south to the Central Philadelphia exit, I-676 west.

- Take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the airport.
- Then follow the first set of directions above, starting with the second bullet.

## From I-95 Heading North

- Take I-95 north to I-76 west, heading toward Central Philadelphia.
- Take I-76 west, the Schuylkill Expressway to Exit 346-A, South Street, which exits from the left lane.
- Turn left on South Street, and then follow the first set of directions, starting with the fourth bullet.

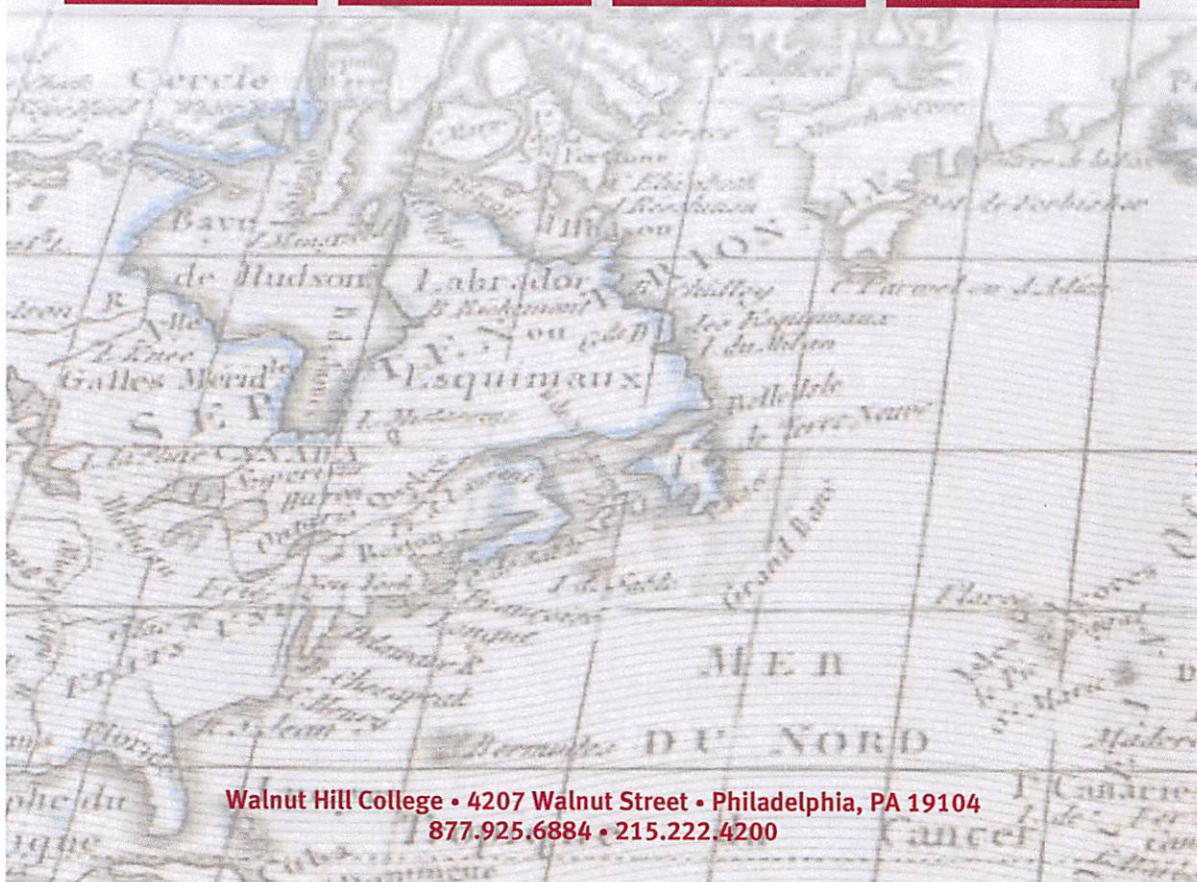
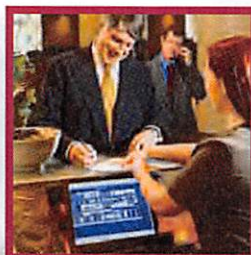
## From the Ben Franklin Bridge

- After crossing the bridge, take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the Philadelphia International Airport.
- Then follow the first set of directions, starting with the second bullet.

## From the Walt Whitman Bridge

- After passing through the bridge's toll booth, go straight onto I-76 west, the Schuylkill Expressway.
- Take I-76 west to Exit 346-A, South Street, which exits from the left lane.
- Turn left on South Street, and then follow the first set of directions, starting with the fourth bullet.

[www.walnuthillcollege.edu](http://www.walnuthillcollege.edu)



Walnut Hill College • 4207 Walnut Street • Philadelphia, PA 19104  
877.925.6884 • 215.222.4200